8. [WIP] Steward Guide

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About the Stewards



Welcome home!

Megazord here. I wasn't supposed to take care of this page, but I thought I'd give it a try, just to have a first rough material to work on later. Don't pay attention to grammar mistakes, it shall be rewritten later.

Hundreds of faeries come each year to Folleterre, wether it is to reconnect with nature, to feel at home, to escape from the heteronormative world, find all the values and radical tenderness the community can offer; perhaps to enjoy their only holidays of the year. New faeries can sometimes experience a queer family for the first time!

Serving the land

Being a steward is mainly about *serving the land*, and making everything works for all the faeries who come to Folleterre. It's a very fullfilling commitment! And for all the faeries who feel at home in Folleterre, a very important one indeed.

A good steward keeps the good of the land and the community in mind. It can imply many responsabilities: validating calls for gatherings, deciding a planning for the year, handling budget and administrative work for the association, insuring efficient communication, managing dramas... can be a lot! The shiniest steward should probably listen to their energy level, and feel free to get

involved into a decision, or to take a little break if needed.

What you need to know about the Steward Circle



MONTHLY MEETINGS Steward circles (SC) take place on Zoom, once a month, most of the time on the 1st Sunday of every month at 7pm CET. Sometimes the date can change, but faeries try to stick to it, to avoid confusion. All meetings are open to any faeries, stewards or non stewards. All faery can bring topics to the circle, get involved in the discussions; however, only stewards can participate in a vote, or make an objection. The agenda is prepared by the focus bringer and every meeting starts by finding a facilitator and a minute-taker.

ROLES

- **Focus bringer**
- **Secretary** deal with all administrative work. See the "How to be a cute secretary" page!
- **Treasurer** handle the money, accounts, finances, etc.
- **Gathering princesses** receive the request and calls for gatherings, stay in touch with facilitators during the gatherings, link between facilitators and steward circle
- **Residency faerie** receive the for gatherings, stay in touch with facilitators during the gatherings, link between facilitators and steward circle
- Other roles :

COMMUNICATION CHANNELS The chat is mostly about news, quick consultation, venting and sometimes easy decisions (whenever the quorum of 5 is reached and no objection seems to come). Loomio is for deeper inquiry about the topic and discussions can be open to non stewards as well as be in a closed group. Loomio allows decision making (espciecally to validate gathering calls, residency,…). And the zoom meeting is for topics that could not be solved in another space, or that need to be confirmed or that are too sensitive, and decisions are mostly taken by consensus if the quorum is reached. If a decision is extra sensitive or complex, we can use sociocracy

Decision-making process Zoeriuero

S.C.O.P.E: a manual for new stewards



Hey faery! You're a **newbie steward**, and feel lost under the overwhelming amount of informations you have to process?

Don't worry! Faeries have designed a cute text to help you find your way through the first weeks of your new mandates. The SCOPE (**Steward Circle Operations and Procedures Extravaganza**) exists as a work-in-progress manual directed as new stewards. It contains the basics of steward rules and responsabilities. You'll find it in this page's *ATTACHMENT* section (have a look in the column on the left, underneath the "ACTIONS" section). Read, faery, read and learn!

How to be a Shiny Cutie Sexy Secretary



What does the secretary do? (At least for now)

Register with the prefecture

Every year after the great circle (and every time the stewards circle changes its composition) we should notify the prefecture. There is a wizard here: https://www.service-public.gouv.fr/particuliers/vosdroits/R37933
Login credentials available to the secretary.

Communication

The secretary receives emails from info@folleterre, visitors@folleterre and a few other emails.
Usual emails:
- New faerie needing guidance (cutest type). We help them out with information they need. We make it clear we don't take in day trippers.
- Journalists, film crews, documentaries, students that want to write their thesis etc. In general we say we are not interested, we still welcome to come as faeries.
- Faeries that want to write/talk about us (for an article, an art piece, a thesis): usually we say that it's fine but Folleterre should not be named or identifiable geographically, and they should receive explicit consent from all faeries they want to quote.
- People that think that Folleterre is an ecovillage. Folleterre is on a few ecovillage website (I removed us from some of them). I usually answer that we are not an ecovillage.

- Dramatic emails.
- Spam

Visas

In the last few years the secretary has had the pleasure of writing invitations for some faeries that leave outside of Europe with mixed results. What we usually say in these letters is that the person is invited to the sanctuary and that we will provide room and board. Please remember that we are not a hotel. Do not make wild promises.

Be glamorous

Remember that you are an elected official.

Dealing with complicated faeries

Dealing with complicated faeries can be very vampirizing for the steward circle and a lot of hours has been dedicated to talking about what to do about it in the past. Here is some wisdom from the past on the kind of situation past stewards have dealt with. Hope it can help!

The tech side of Folleterre

Hey hello hi this is Pingouin I'm trying to make sense of everything tech and will try to lay out what the heck this is all about.

Domain name		

The Big Server

The big server is where all of the side tools are: Listmonk, Vaultwarden, and more. It is hosted on an OVH

Emails

Mailjet