



## Empowerment Community Moderator

**Purpose:** AFCPE Empowerment Communities are member-led specialized discussion boards intended to be safe, supportive spaces to exchange ideas, share experiences, and gain new resources for professional growth and development. Communities are determined by members and allow you to connect with one another around shared professional interests or common lived experiences.

**General Guidelines:** To ensure that each group thrives, the moderator should be able and willing to abide by the following guidelines. The moderator should:

- Be an active member of the Empowerment Community they are moderating.
- Attend a moderator training hosted by AFCPE®.
- Generate conversations and engagement within the group by posting as needed.
- Attend moderator meetings to update the Member Services team on the status of the community and strategize on community engagement.
- Ensure members are adhering to community guidelines and standards.
- Remove any posts (and notify the posting member) that are offensive or inappropriate, solicitous, or otherwise incongruous with the standards set forth by AFCPE
- Determine whether a post or thread has relevance beyond the group and merits dissemination to the Connected Community forum and request approval to do so from the original poster. Alternatively, the moderator can summarize the information, protecting the identity of the original poster.
- Serve as moderator of only one Empowerment Community at a time, to ensure the ability to provide consistent service to the group.
- Monitor participation amongst the group and periodically remove inactive members. Such removal should only happen after attempting to contact the inactive member.
- Host a Topic Chat during the annual Symposium.

**Time Commitment:** Each Moderator should expect to commit to **one year** of service (based on the Membership Calendar). Toward the end of this term, Moderators should contact the AFCPE staff liaison if they are not interested in continuing as a Moderator. AFCPE will then reach out to group members to advertise the open moderator position. Also, should a group become very large, the Moderator can request a co-moderator. AFCPE will provide guidance to each group at that time.

This policy is subject to modification as necessary.