**Workshop Leader Responsibilities**

* **Coordinate with the other workshop leaders, keeping a positive and flexible way of communication about:**
  + How to share the space
  + Workshop times
  + Who will close the space for the day – Have the responsibility necklace (placed where?)

Suggestions: Find creative ways to co-create your events, fika breaks etc.

* **Leave No Trace**
  + Inform your participants about LNT and our co-responsibility of keeping the space nicer and cleaner than we found it.
  + Use the cleaning cards after you workshop
  + Make a round to make sure everything is cleaned
  + If there is time for extra cleaning check out the mission card to see what needs to be done. (Placed where?)
* **Inform about the donations and membership** 
  + One can use swish or cash
  + Yearly membership after 3 workshops
  + Voluntary monthly donations of 100 SEK
* **Safe Space**
  + As a workshop leader you are responsible for creating a safe space for your participants.
  + Let people know everything in your workshop and in the space is voluntary and people should respect their own boundaries.
  + If any one during the workshop is misbehaving or not respecting other people’s boundaries, as a workshop leader you have the mandate to ask the person to improve their behaviour or to leave the space.
* **When leaving** 
  + Make sure you know who has the responsibility neck less
  + If you are the last one to leave: read the closing procedure on the Responsibility necklace
  + If you need to leave while other people are still in the space, either give the responsibility necklace to another person of trust, or make sure everyone leaves together with you.

**Enjoy being a workshop leader, you are great!**