Community Co-host - Memorandum of Understanding (MOU)
For Programs Coordinated by PeerSphere 2024-25

This MOU is to confirm that you will be a co-host for an online community between the dates of September 01, 2024 and May 31, 2025.

Definitions:
- **Community** – Private group consisting of two co-hosts and many members (e.g. the Librarians Community)
- **Co-Host** – The people leading a community (e.g. the co-hosts of the Librarians Community)
- **Member** – A person who has subscribed to participate in a community (e.g. a member of the Librarians Community)
- **Live Session** – 90-minute virtual call facilitated live by co-hosts
- **Platform** – Online space hosting each community's live sessions, asynchronous discussions, and resources.

It is expected that any community host engaged by PeerSphere will abide by PeerSphere's Code of Conduct, which can be accessed from this link. Please appreciate that members attending events coordinated by PeerSphere will participate from across Asia and further afield, will be from a variety of backgrounds and that some will not speak English as their mother tongue. We would ask that you try to avoid using examples that are specific to only one country and/or culture and exert caution when making any cultural references as these are likely to not be relevant to a large part of the audience.

We are really proud to serve International Schools, particularly with hosts who are working at these schools. We want to ensure that we have the trust and goodwill of your school, and to ensure that you receive all the benefits that come from having the support and blessings of your school's leadership. Therefore, we ask that you read the attached Guidelines for Seeking Head of School approval carefully, sign it, and return to me by email.

Ultimately, our aim is to engage our members and respond to what they need. By initiating discussions, our communities should then gain their own momentum. To this end, please:

1. Share a copy of all live-session slide decks and readings on the community platform.
2. During live sessions, uphold healthy group norms to nurture an inclusive community.
3. At least once per month, post something on your community's discussion board e.g., reflection question, provocative discussion starter, a reading, video, quotes, etc.

Without an engaged host, our communities would not be possible. We want to ensure you feel supported in delivering the best experience for your members. Therefore, we will provide you with induction training and time to test out the online platform and tools before September so that you

are ready to hit the ground running. The following is a draft timeline* to indicate the key commitments involved for moderators.

Engagement/Event	Dates
Induction Step 1 (60mins – Asynchronous)	Before Mar 15
Confirm live session dates	Before Mar 30
Induction Step 2 (120mins - Hybrid)	May 20 – June 6
Pre-survey Qs for members (60mins)	Before Jun 6
Hosts Training Session (90mins)	Aug 5-24
Soft launch of Peer-Sphere.com platform for members	Sept 16
Pre-Session 1 Logistics Call (30mins)	Oct 9 – Nov 5
Live Sessions 1 (90mins)	Oct 14 – Nov 8
Live Sessions 2 (90mins)	Nov 11 – Dec 6
Hosts Training Session (90mins)	Jan 13 – Jan 17, 2025
Live Sessions 3 (90mins)	Feb 17 – Mar 14
Live Sessions 4 (90mins)	Mar 17 – Apr 18
End of Year Celebration (60mins)	Apr 21 – Apr 25

Dates are subject to change and will be confirmed at least a month in advance.

To assist you in understanding the needs of your community members, as well as their level of experience, we ask you to submit a short survey for us to share with all members as they join your community. A template and example will be provided during induction to support you with this.

We also ask that you to share an outline of each live session, including any pre-reading, 7 days in advance to establish purpose and ensure members can engage meaningfully in discussions. Lastly, as someone with a significant stake in the success of your community we ask you to promote this program in your professional and social network channels, both before and after the commencement of each live session.

Included as part of PeerSphere's responsibilities related to this MOU are all coordination activities related to promotion, registration and member communication. PeerSphere will provide access to video conferencing tools and administration, video editing and content curation support, as well as a platform for hosting discussions and resources. Additionally, PeerSphere will provide hosts with an induction and ongoing support in their role. This will include tools for engaging members on our platform and support in moderating discussions. If you experience any problems hosting your community please report them to Ewen Bailey (ewen@peer-sphere.com).

PeerSphere

Benefits*:

Each co-host will receive:
- Membership to the Hosts Community, including facilitation training and coaching.
- 3 free community memberships that they can use and/or offer to their network
- 5 Coupons for 50% off community memberships that can be shared privately with a limited number of people in their network.

*Communities with fewer than 15 members on September 30 2024 will be reviewed and could be cancelled. If the community is cancelled and your services are no longer required, then PeerSphere will still honour the benefits outlined above.

If you have licensed content, which upon activation by a Community Member will incur a non-refundable fee, please ensure that it is properly disclosed in this MOU and on the Community Introduction blurb so that in the event the program cannot be completed you can still be reimbursed for those licensing fees.

If the conditions of this MOU meet with your approval, please confirm by completing Q2 of the
[PeerSphere Host Induction Survey.](#)
Direct any questions you have about the MOU to ewen@peer-sphere.com

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Coordinator

Name: Ewen Bailey
Position: Co-Founder
Date: 18/01/2024