

## Mediation Administration Team Charge

The Mediation Administration Team receives mediation requests, evaluates the needs, and moves the process forward as appropriate. An individual can request mediation with another individual in CoHo, or an individual may make a request that others engage in mediation if the conflict is affecting the larger CoHo community. An individual may also make a request if the primary conflict involves other parties than themselves, but the requesting individual is being impacted by the conflict. There is agreement among the members of CoHo that mediation is a tool we will use to resolve conflict. As members we agree to be approached by the team to consider mediation when a request has been made.

A member of the mediation team will keep a log of requests, actions taken as a result of the request, and resolution of conflict. The log allows the team to track conflict, determine what is working or not, patterns, and needs for community education or training. Information in this log will identify each conflict, names of those involved, actions/mediations that occurred, and the result/resolution. Only the numbers and resolutions will be reported to the community. Reports will not include names or the specific topic unless it is a community-wide concern. (Individuals may choose to reveal more details, if they like.)

When a conflict affects the greater CoHo community, the mediation team will determine if there is a need for information to be shared with the community or whether the community needs to be involved in the conflict resolution (plenary).

The team will keep a list of individuals within CoHo who are available to do mediations for individuals, groups, or the whole community. These individuals are separate from the mediation team, who's task is to organize, facilitate resolution, and keep records. The team is not expected to do the actual mediations.

This team can request a budget item and organize trainings for individuals to lead mediations as needed. The team is a subset of the Steering Council for budget and oversight purposes.

This team deals with CoHo-related issues and is not tasked with being available to the greater community. However, if a request is made from the outside, the request may be shared with individuals who have said they are available to conduct mediations. These individuals can determine whether they have time, energy, or interest to take it on privately. The mediation team may keep a record of these outside requests if it seems valuable.

Qualities sought for team members:

- Willingness and ability to approach community members (and be approached)
- Willingness and ability to take notes
- Willingness and ability to respond to requests in a timely manner
- Willingness and ability to delegate mediations
- Willingness and ability to share information with community as outlined above