

INDIVISIBLE



SUFFRAGISTS

GROUP LEADER TOOLKIT



Founder of Indivisible Suffragists reveals best suggestions for **leading the group**

Updated on September 21, 2017

NOTE FROM INDIVISIBLE SUFFRAGISTS FOUNDER

INDIVISIBLE. The word is defined as **unable to be divided or separated.** Indivisible Suffragists is one of many Indivisible Groups that has joined the INDIVISIBLE MOVEMENT to fuel a progressive grassroots network resisting Donald Trump's agenda. As stated, via www.IndivisibleGuide.com, there are thousands of Indivisible Groups across the nation taking positive action in every single congressional district. People like you build them. People like you lead them. Each Indivisible Suffragists Member has the potential to become a "Group Leader".

Like-minded with and adapted from the INDIVISIBLE: GROUP LEADER TOOLKIT as well as INDIVISIBLE: A PRACTICAL GUIDE *for* RESISTING THE TRUMP AGENDA via www.IndivisibleGuide.com, "**You:** Should use this *Indivisible Suffragists* : **GROUP LEADER TOOLKIT**, share it, amend it, make it your own, and get to work."

Every individual who works as a "Group Leader" is a volunteer without coordination or support from employers. Our Indivisible Group is non-profit. However, unlike the INDIVISIBLE PROJECT, we are currently NOT registered as a 501c(4) nonprofit. **Each "Group Leader" must include notifications of weekly Indivisible Actions in their agenda when facilitating the meeting by simply self registering their e-mail via www.indivisibleguide.com/signup/.** Founder of Indivisible Suffragists, Brooke Teal Robbins, as well as Indivisible Suffragists Members, appreciate the contribution each "Group Leader" makes in facilitating.

The only way is forward. **We will win.**

>> **NOTE TO IMMIGRANTS AND NON-CITIZENS**

No hate. No fear. Immigrants are welcome here.

Disclaimer

Indivisible Suffragists : **GROUP LEADER TOOLKIT** was created by Indivisible Suffragists Founder Brooke Teal Robbins, and is licensed under the Creative Commons Attribution-NonCommercial- ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/4.0/>. The suggestions available from this toolkit are provided for general informational purposes only, do not constitute legal advice, and are not guaranteed to be complete or up-to-date. Founder of Indivisible Suffragists, Brooke Teal Robbins, and/or Indivisible Suffragists Members, shall not be liable for any special or consequential damages that result from the use of, or the inability to use, the materials from this toolkit or the performance of the "Group Leader", even if the Founder of Indivisible Suffragists, Brooke Teal Robbins, and/or Indivisible Suffragists Members, has been advised of the possibility of such damages. Indivisible Suffragists does not provide legal advice and does not create an attorney-client relationship. If you need legal advice, please contact an attorney directly.



INTRODUCTION

Welcome! You're receiving this toolkit because you either requested to become an Indivisible Suffragists "Group Leader" or have been invited to become an Indivisible Suffragists "Group Leader" and are ready to stand indivisible.

We promote daily briefings and/or actions via Social Media. Members meet in person weekly each Sunday (with the exception of Holiday's) at Du-par's 24 Hour Restaurant (Barrymore Room) Ph. #(626) 405-8820, 214 South Lake Avenue, in Pasadena at 3:30 pm-6:30 pm to organize various Indivisible Actions that are apart of the resistance against Trump's agenda and in solidarity of the INDIVISIBLE MOVEMENT. Our group also hosts the Los Angeles County Indivisible Regional Meeting that is held every last Sunday of each month (with the exception of Holiday's), we schedule monthly Indivisible Suffragists Board Meetings, co-organize the Annual INDIVISIBLE MARCH each year on "Women's Equality Day" and our committees plan various visits to local offices in the Los Angeles County to Members of Congress all year round.

Some of you may be busy planning to facilitate your very first Indivisible Suffragists meeting, while others may have facilitated an Indivisible Suffragists meeting before and have attended almost every kind of meeting. But regardless of how much experience or inexperience you may have as a facilitator or how long you've been an Indivisible Suffragists Member, you're not just an Indivisible Suffragists "Group Leader"—**you're an organizer!**

So: what is an organizer? An organizer is someone who brings members together and inspires them to take action. Organizers motivate and mobilize members; they build relationships with the members around them and they build a plan to act. They are leaders who lead from behind, always thinking about how they can get other people to do more. So that means delegate, delegate, delegate.

The most important thing to remember as an organizer of Indivisible Suffragists, just like any other emergency, is to remain calm - and hopeful: By remaining practical - but positive - you can facilitate a good experience at the meeting so that not only members return, but members return knowing that regardless of the groups accomplishments, or lack thereof, they can depend upon the group to help them cope during this challenging time. By reassuring Indivisible Suffragists members, without discouragement, that - together - we can handle the current political climate to not only make it possible to consider various ways to change it, but also easier to do so.

Spread the word: promote the meeting beforehand by creating a Facebook Event with an agenda (with timeframe), that includes relevant subject matter of focus, to the Board. Then, talk to people about Indivisible Suffragists and invite them to the meeting that you'll be facilitating!

Now what? This toolkit includes suggestions to help you take the next step in your organizing journey, whether it's your first step facilitating or the most recent one:

- A sample agenda for organizing the meeting - delegate so the Indivisible Suffragists group divides up the work, make a bold plan, and put it into action.
- Various ideas for keeping the meeting on track, such as referencing a subject matter of focus, so that you can make a productive plan and help the group mobilize to execute it.
- A sign-in sheet(s) for both returning members and new members: organizing data for communication is all about relationships, as good communication leads to success.
- Group names and titles to assist your action plan so you and the group can keep talking to Members of Congress about standing up to Trump and become stronger as constituents.
- Tricks of the trade for preparing a successful meeting and spreading the word on Social Media about various Indivisible Actions, so that the entire group promotes the meeting after the meeting and makes the biggest impact possible in getting more people to attend the group.
- Board guidelines for rules and structure with suggestion to watch out for right-wing tricks - such as self proclaimed "progressive" members who, regardless of how progressive they may claim to be, are in fact not negatively effecting the group not reflecting the mission statement of equality in their words and/or actions - and just simply acting like a Trump troll.

After facilitating the Indivisible Suffragists meeting, indivisibleguide.com wants to hear from you! Take pictures of the group meeting you facilitated and share on Social Media with the hashtag #StandIndivisible and/or other related hashtags that reflect the INDIVISIBLE MOVEMENT. Share your facilitating story on [facebook.com](https://www.facebook.com) and twitter.com. Email indivisibleguide.com at field@indivisibleguide.com to share what went well, what didn't and needs to be improved, as well as what else INDIVISIBLE can do to support your amazing contribution as a "Group Leader". Remember: we can do this together as a group. We will win.

PRIOR TO THE MEETING

- » Prepare any technical pre-production you may need if Facilitating as "Group Leader" with a power point presentation. If you are in need of technical assistance, you may contact Environmental Committee Chair **Andrew Callaway Ellis** via [facebook.com](https://www.facebook.com) with access to such equipment who might possibly be able to assist you if his schedule allows it.
- » Remember to promote! Submit your event to current Social Media Representative **Brooke Teal Robbins**, who can be contacted via [facebook.com](https://www.facebook.com). Ask Facebook Friends to commit to joining the meeting, and follow up with them beforehand to confirm. Invite Women, a diverse mix of people representing different heritages, immigrants, people of different religious beliefs, LGBTQ people, etc. Post, share and most of all invite your Facebook Event!
- » Invite a reputable activist, related to the subject matter chosen, to be Keynote Speaker.

» Bring the supplies you need! Contact Secretary **Virginia Robbins** via [facebook.com](https://www.facebook.com) for clipboards, pens, sign in templates, etc. Remember the 99 Cents Store is a good deal for basic supplies if you need more. Set up a greeting table for everyone who walks into the meeting area. Print out and bring sign-in sheets for both retiming members and new members. Designate someone to take notes during the meeting by computer or pen and paper.

» Bring concrete ideas for Indivisible Actions that your group may take the week of your Facilitation via www.indivisibleguide.com/signup/. Write out what you would like to say.

KICKOFF MEETING AGENDA

WELCOME AND INTRODUCTIONS

» Welcome everyone and encourage new members to introduce themselves. Ask new members to express what political issues matter most to them. Outline the goals for the meeting, including:

- Ask if anyone has a general announcement, they can briefly make, relating to the movement.
- **Don't re-invent the wheel! Promote [indivisibleguide.com](http://www.indivisibleguide.com), especially to new members! By announcing weekly actions from the Indivisible Team, referred to as "Your weekly Indivisible to-dos:", the group remains consistent in actions that reflect the mission statement. This is non-negotiable. Each "Group Leader" must include weekly Indivisible Actions by simply self registering their e-mail via www.indivisibleguide.com/signup/.**
- Introduce the Keynote Speaker, if applicable. If you are the main speaker keep to main topic.
- Commit to the relevant political subject matter you choose as your theme in conversation.
- Suggest, to Indivisible Suffragists members, an Indivisible Action that the entire group can take either at the meeting or outside of the meeting; and more.

EXAMPLE:

Agenda

- 3:30 PM - Welcome and overview of Agenda
- 3:35 PM - Brief history of Indivisible Suffragists if new Members are attending
- 3:40 PM - Acknowledgment of new Members, if applicable, with introductions and interests
- 3:50 PM - General Announcements from Indivisible Suffragists Members relating to movement
- 4:00 PM - **Updates via www.indivisibleguide.com/signup/, "Your weekly Indivisible to-dos"**
- 4:15 PM - Introduction of and Presentation by Keynote Speaker
- 4:45 PM - Q & A with Keynote Speaker
- 5:00 PM - Group Photo & Conversation with Keynote Speaker
- 5:15 PM - Indivisible Actions Created & Organized by Indivisible Suffragists Members
- 5:30 PM - 6:30 PM Focus Committee Groups Separate for Legislature Updates & Scheduling

» Write the agenda on a big easel pad or a big flip-chart sheet of paper, with removable tape, to the wall not only to be eco friendly - but also so everyone can see it! If you are using an agenda similar to what was suggested, write only the key words of the agenda: Welcome, Group History, Introductions, General Announcements, weekly to-dos, etc. Use the detailed agenda on a separate printed out page as a guideline to have the agenda in front of you while speaking.

» **Remind everyone of the ultimate goal: to apply pressure to your Member of Congress to stop Trump. Trump is not the problem as much as Congress enabling his fascist agenda.**

HISTORY

Indivisible Suffragists was initially founded as Suffragette Sisters to reflect the Suffragette Movement, inspired by the last call of Hillary Clinton to her 2016 General Election Campaign Volunteers. Suffragette Sisters was later amended to Indivisible Suffragette Sisters after officially registering as one of over 6,000 Indivisible Groups via indivisibleguide.com. After further research and consideration of the historic significance and political correctness of the term Suffragists, Founder Brooke Teal Robbins and Members ultimately decided upon INDIVISIBLE SUFFRAGISTS, via indivisiblesuffragists.org, to exemplify the advocacy of peace respecting all heritages and to represent inclusiveness of both women and men of the Indivisible Group.

BASIC PRINCIPLES

Indivisible Suffragists Founder And Members Are Feminists, Both Women And Men, Who Advocate For Equality And Believe That “Human Rights Are Women’s Rights, And Women’s Rights Are Human Rights”.

The group stands for equality. Equality for gender. Equality for heritage. Equality for love. Equal Rights for all. Apply the golden rule and treat fellow members how you wish to be treated. The group, with indivisibleguide.com as the groups foundation, has two basic guiding principles:

- » Donald Trump’s agenda will take America backwards and must be stopped.
- » In order to work together as a group to achieve this goal, Indivisible Suffragists models the values of equality, inclusion, organization, respect, fun and fairness in the movement.

VOLUNTEER FOR ONGOING LEADERSHIP ROLES

This part of the meeting will vary a lot depending on how big your group is and who is actually in the room attending whenever you are facilitating. The goal is to figure out how to maintain the roles and responsibilities among your group. We recommend maintaining the following roles:

- » **PRESIDENT:** Overall organizer consisting of 1 person. Responsible for maintaining mission statement and maintaining all aspects of group. President may be contacted via [facebook.com](https://www.facebook.com).

Current & Active President;

FOUNDER & PRESIDENT OF I.S. & INDIVISIBLE MARCH : **Brooke Teal Robbins**

» **VICE PRESIDENT:** Overall assistant consisting of 1 person. Responsible for various aspects of group dynamics and Public Relations. Vice President may be contacted via [facebook.com](https://www.facebook.com).

Current & Active Vice President;

V.P. & FOUNDER OF GREATER L.A. INDIVISIBLE COALITION: **Moira Cue**

» **SECRETARY:** Overall responsibilities of set up and data managing consisting of 1 person. Responsible for setting up welcoming table at Group and/or Regional meetings, sign in sheets for both returning and new members, maintaining e-mail data, creating and e-blasting weekly "Indivisible Suffragists Newsletter" that includes (but is not limited to) **updates of "Your weekly Indivisible to-dos:"** via www.indivisibleguide.com/signup/. *E-mail data of group may consist of over 150 local members in addition to [facebook.com](https://www.facebook.com) and/or other Social Media references.* Secretary may be contacted via [facebook.com](https://www.facebook.com).

Current & Active Secretary;

Virginia Robbins

» **VOTER RIGHTS REPRESENTATIVE:** Overall responsibilities include, but is not limited to, traditional voter registration and/or Social Media voter registration (i.e. [rockthevote.com](https://www.rockthevote.com), etc.) consisting of 1-5 people. Responsible for researching related issues such as gerrymandering and status of [democrats.org](https://www.democrats.org) for political strategies that may help progressives win in 2018 and beyond. Voter Rights Representative must assist Free & Fair Elections Committee Meetings and organize district events to increase voter participation in United States Elections. Voter Rights Representative(s) may be contacted via [facebook.com](https://www.facebook.com).

Current & Active Voter Rights Representative(s);

1. **Nikki Jee**
2. **Leah Sloan**

» **SOCIAL MEDIA REPRESENTATIVE:** Overall responsibilities include, but is not limited to, Web Design of indivisiblesuffragists.org via [weebly.com](https://www.weebly.com). Social Media Representative maintains all Social Media such as Facebook Page, National Facebook Group, Local Facebook Group, etc. (1-2 person). Responsible for approving posts, posting news about Members of Congress and any major Congressional issues/decisions our Social Media Members (*over 1,000*) should know, blocking Trump Trolls, creating and posting Facebook Events, etc. Social Media Representative must coordinate meetings with Board to maintain outreach and promotion of group and/or Regional meetings on the world wide web using various accounts (i.e. [twitter.com](https://www.twitter.com), [facebook.com](https://www.facebook.com), [meetup.com](https://www.meetup.com), etc.). Representative may be contacted via [facebook.com](https://www.facebook.com).

EXAMPLES:

» National Facebook Page :

<https://www.facebook.com/suffragettesistersandbrothers/>

» National Facebook Group :

<https://www.facebook.com/groups/indivisiblesuffragists/>

Current & Active Social Media Representative;

Brooke Teal Robbins

» **ENVIRONMENTAL COMMITTEE CHAIR:** Overall organizes, presides over meetings and maintains data based upon congressional office tracking representing the focus group committee subject of the "Environment" (1 person). Chair is responsible for researching related legislation, tracking Member of Congress' schedule, events and upcoming votes. It is essential that the Chair schedules group's visits with Member of Congress' office, attends town hall events, etc.

Current & Active Environmental Committee Chair; LA Chapter Chair Climate Reality Project

Andrew Callaway Ellis

» **FREE & FAIR ELECTIONS CHAIR:** Overall organizes, presides over meetings and maintains data based upon congressional office tracking representing the focus group committee subject of "Free & Fair Elections" (1 person). Chair is responsible for researching related legislation, tracking Member of Congress' schedule, events and upcoming votes. It is essential that the Chair schedules group's visits with Member of Congress' office, attends town hall events, etc.

Current & Active Free & Fair Elections Chair; Book Club Founder

Debra Cohn

» **BOARD MEMBERS:** Overall group coordination of 8-10 people. Responsible for canvassing, outreach, scheduling Group and Regional meetings, coordinating communication with active members and leading the group in planning strategies for local congressional action. Board Members may be contacted via [facebook.com](https://www.facebook.com).

Current Active Board Members;

1. FOUNDER & PRESIDENT IS, FOUNDER INDIVISIBLE MARCH: **Brooke Teal Robbins**
2. V.P. & FOUNDER OF GREATER LOS ANGELES INDIVISIBLE COALITION: **Moira Cue**
3. SECRETARY : **Virginia Robbins**
4. VOTER RIGHTS REPRESENTATIVE : **Nikki Jee**
5. VOTER RIGHTS REPRESENTATIVE : **Leah Sloan**

6. ENVIRONMENTAL COMMITTEE CHAIR: **Andrew Callaway Ellis**
7. FREE & FAIR ELECTIONS CHAIR & BOOK CLUB FOUNDER : **Debra Cohn**

- **The Board shall uphold the mission statement of indivisibleguide.com and equality**
- **The Board shall register their e-mail via www.indivisibleguide.com/signup/**
- The Board may schedule monthly board meetings with outlined agenda (except Holiday's)
- The Board may schedule agenda for Group and/or Regional Meetings (except Holiday's)
- The Board may schedule and rotate various "Group Leader(s)" to Facilitate meetings
- The Board may schedule Keynote Speakers for various Meetings (except Holiday's)
- The Board may NOT discriminate against members, but can deny membership of Trump Trolls
- The Board may clarify the rules under which "Current Active Board Members" may operate
- The Board may have decision making rules defined based on indivisibleguide.com principles
- The Board may define what constitutes a majority
- The Board may define what constitutes as consensus and how consensus takes precedence
- The Board may define how absentee voting will take place
- The Board may develop an outreach program and member retention strategy
- The Board may hold elections for all volunteered positions with the exception of Founder
- The Board may delegate tasks to spread workload more equitably

» **FOCUS GROUP COMMITTEE MEMBERS:** Overall group participation of 15-20 people. Members must regularly attended more than one Group and/or Regional meetings. Members participate in communication with other active members, contribute to the group by making various announcements and apply INDIVISIBLE Actions. Political issues of Focus Group Committees may include, but not be limited to, Environment, Immigration, Healthcare, Impeachment, Human Rights, Free & Fair Elections, etc. Committee Members may be contacted via facebook.com.

EXAMPLE of Current Active Committee Members;

1. **Andrew Callaway Ellis** (Environment)
2. **Silvana Sahakian** (Environment)
3. **Brooke Teal Robbins** (Human Rights)
4. **Cecile Anderson** (Human Rights)
5. **Caren Collier** (Environment)
6. **Debra Cohn** (Free & Fair Elections)
7. **John Collier** (Environment)
8. **Karen Roberson** (Healthcare)
9. **Leah Sloan** (Free & Fair Elections)
10. **Michele Dettmann** (Healthcare)
11. **Marlene Pearson** (Immigration)
12. **Moira Cue** (Impeachment)
13. **Myles Williams** (Human Rights)
14. **Nancy Hutchins** (Impeachment)

15. Nikki Jee (Free & Fair Elections)

16. Virginia Robbins (Free & Fair Elections)

» **MEMBERS:** Overall group attendance of 15-25 people. Members must have attended at least one Group and/or Regional meetings. Members who have contributed to the group, but are currently not as active as Focus Group Committee Members. Honorary Members may be contacted via [facebook.com](https://www.facebook.com).

EXAMPLE of Members;

- 1. Michele Morgen**
- 2. Kimberly Mante**
- 3. Debra Kassarian**
- 4. Wade Alexander**
- 5. Mathieu Emerson**
- 6. Kim Friedman**
- 7. Vincent Robbins**
- 8. Erika Sukstorf**
- 9. Melissa Valencia**
- 10. Jennipha-Lauren Nielsen**
- 11. Alex Mohajer**
- 12. Julie A. Diaz Martin**
- 13. Ron Garber**
- 14. Jill Shook**
- 15. Robin Allen**
- 16. Monica Hubbard**
- 17. Adriane Rothstein**
- 18. Rachel Wing**
- 19. Kate Salvino**
- 20. Karen E. Klein**
- 21. Katherine Scott Nelson**
- 22. Kathleen Resch**
- 23. Beth Miller**
- 24. Jeff Lassanske**

» GROUP LEADER TITLES are not what makes a "Group Leader". Anyone can lead by volunteering and taking the initiative to lead in positive action. There are many different ways that group members can contribute to advocacy efforts: research, recording events via live-stream, asking questions of Keynote Speakers, calling to representatives on a daily basis requesting a vote or no vote on an issue, designing T-Shirts to promote the group, offering to facilitate and hosting meetings, contributing to name tags or basic supplies, engaging on social media in response to various posts and submitting posts to inform members of time sensitive legislation, making signs for marches, inviting people to the meetings, etc. However you would

like to contribute, take the lead. A group can have more than one "Group Leader". Commit to a specific Indivisible Action, get organized and follow through to the best of your ability!

PRIMARY MEANS OF COMMUNICATION

Local Facebook Group :

<https://www.facebook.com/groups/indivisiblesuffragistsca27/>

COMMIT TO INDIVISIBLE ACTIONS BEFORE CONCLUDING THE MEETING

» The meeting will only have an impact through action. Make sure the members attending the meetings fully understand and commit to "**Your weekly Indivisible to-dos:**" so the group remains consistent in actions that reflect the mission statement. Set up a computer with the restaurant's wifi so that members can self register their e-mail via www.indivisibleguide.com/signup/ to receive notifications directly from the Indivisible Team each week before each weekly meeting.

» If new members are hesitant to participate, raise up powerful voices from your group. Encourage those in the group that have been directly impacted by an issue to speak about their personal experiences. If they are comfortable offering their testimonial on previous Indivisible Actions and the learning experiences from the group, encourage returning members to speak.

» Depending on the size of your group, decide on one or more **to-dos** to keep the group on track! Make a group commitment to participate in and/or organize multiple actions! Attendees may have additional ideas for Indivisible Actions or local events to participate in until the next meeting. If so, that's wonderful! If a plan is not already in the works, make a plan to visit the offices of Members of Congress to tell them that Indivisible Suffragists is still standing against Trump's agenda and you'll be watching to make sure they consistently do the same. This may be your number one action. Stay vigilant. The representatives for the Los Angeles County and California may be progressive on some issues, but not guaranteed to be on all. Remember to hold Congress accountable! Congress will enable Trump unless the group takes a consistent stand to say no! If you need assistance, ask our Committee Chairs to assist you to ensure that everything runs smoothly. You may also want to connect with Vice President & FOUNDER OF GREATER LOS ANGELES INDIVISIBLE COALITION **Moira Cue** who can assist with Public Relations having experience as a media spokesperson for many of our Group's public actions.

THANK EVERYONE

» **Thank everyone** for attending the meeting, contributing to making it a success and promote the next meeting! Ask attending members to return and encourage everyone to actively recruit more people to attend. Think about it, if each active member found one more person to join and become a member as well, everyone would immediately double the size of the group!

LASTLY THANK YOURSELF FOR FACILITATING AND MAKING A DIFFERENCE!