

The Process Subcommittee recommends that the person tasked with facilitating the board retreat for the Immigration Advisory Board has the following experience:

- Collaborative - demonstrated experience working effectively with multi-racial, multi-cultural groups, to reach consensus-based agreements and progress on agenda items
- Respect - demonstrated experience effectively advocating for (impacted) community members, with proven understanding of structural racism
- Understands basic access issues - experience working or living in at least two languages (or someone for whom English is a second or third language)
- Patient - able to facilitate and encourage listening to each other, and prioritize understanding and be able to shift benchmarks and timelines in the interest of consensus and genuine collaboration
- Humble - able to reflect back what was said by different participants, and **confirm** with the participants for accuracy and transparency
- Judgment-free tone when communicating
- Skilled in observing, identifying, analyzing power dynamics in the room and between participants.
- Courageous to name and acknowledge difficult dynamics and conflict (like mixed messages, misleading or disingenuous comments, put-downs) in interactions, and promote a change in the interactions to improve understanding and lead to consensus
- Centered and able to facilitate centering activities as needed by participants
- Able to demonstrate and encourage openness and trust-building between participants

Preferred experience:

- Lived experience as an immigrant