

Open Forum Moderator Responsibilities and Expectations

Date: [Insert Date]

To: [Moderator Name]

Dear [Moderator Name],

Thank you for accepting the role of moderator for the upcoming open forum. As a moderator, your responsibilities and expectations are as follows:

Responsibilities:

- Facilitate discussions and ensure all voices are heard.
- Monitor the conversation to maintain a respectful and constructive environment.
- Enforce forum guidelines and policies consistently.
- Address any inappropriate behavior or comments promptly.
- Summarize key points and conclusions at the end of discussions.

Expectations:

- Be impartial and fair-minded during discussions.
- Promote inclusivity by encouraging participation from all attendees.
- Be prepared and knowledgeable about forum topics.
- Communicate clearly and effectively with participants.
- Provide constructive feedback and guidance as needed.

We appreciate your commitment to fostering a positive atmosphere within the forum. Thank you for your dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]