

6. Governance, Roles, and RACI Structure

The Innovation Garden operates through a distributed, community-centered governance model that balances creativity with coordination. This page outlines the core roles, responsibilities, and the RACI framework that supports decision-making and smooth operations across the Garden's programs.

6.1 Governance Approach

The Garden's governance model emphasizes:

- **Shared stewardship** rather than top-down control
- **Clear decision pathways** to support volunteer-led activity
- **Lightweight coordination** aligned with the 18-month cycle
- **Transparency** through documented processes
- **Continuity** across annual conferences and leadership changes

This structure ensures that the Garden remains adaptable, scalable, and hospitable to new contributors.

6.2 Core Leadership Roles

Garden Steward (iLEAD Innovation Garden Lead)

Responsible for overall vision, alignment with iLRN strategy, and coordination across programs.

Key functions:

- Set annual priorities in alignment with the Searchlight and conference themes
- Support program leads and ensure role clarity
- Maintain cross-Book consistency within the Codex
- Guide integration with the Knowledge Tree and Repository

- Ensure quality of participant experience
 - Represent the Garden in iLRN leadership forums
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Program Leads (Pods, GVAs, Walkthroughs, Toolshed, Maker Panels, Proposal Clinics)

Each major activity type has a designated lead responsible for planning, facilitation, and volunteer coordination.

Program Leads:

- Design the activity format and seasonal cycle
 - Recruit facilitators and participants
 - Ensure sessions run smoothly
 - Maintain templates, forms, and documentation
 - Coordinate with the Garden Steward on scheduling and alignment
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Digital Content Strategist / Communications Lead

Supports storytelling, outreach, and volunteer engagement across iLEAD initiatives.

Responsibilities include:

- Managing communication rhythms and event promotion
 - Creating visual assets or coordinating volunteers who do
 - Ensuring alignment with iLRN branding and messaging
 - Supporting documentation and showcase preparation
 - Helping contributors translate their Garden output into conference-ready material
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Volunteer Contributors

The backbone of the Garden's community-driven success.

Volunteers contribute by:

- Hosting Garden Pods
- Leading Guided Adventures
- Participating in ToolShed Sessions
- Supporting Walkthroughs

- Assisting with documentation or moderation
 - Providing peer feedback and community care
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Community Moderators and Technical Support

Part-time roles (or shared responsibilities) that ensure:

- Safe and welcoming virtual spaces
 - Smooth use of platforms such as Frame VR, Zoom, Discord
 - Troubleshooting and participant support during Garden activities
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6.3 RACI Structure

The following RACI breakdown clarifies the OPTIMAL staffing for who is **Responsible (R)**, **Accountable (A)**, **Consulted (C)**, and **Informed (I)** for core Garden functions.

Activity Planning & Design

- **Garden Steward** – A
- **Program Leads** – R
- **Content Strategist** – C
- **Volunteers** – I

Event Facilitation (Pods, GVAs, Walkthroughs, etc.)

- **Program Leads** – A
- **Volunteers** – R
- **Garden Steward** – C
- **Participants** – I

Documentation & Templates

- **Program Leads** – R
- **Garden Steward** – A
- **Content Strategist** – C

- **Knowledge Tree Editors** – I

Community Engagement & Communications

- **Content Strategist** – R
- **Garden Steward** – C
- **Program Leads** – C
- **Volunteers / Contributors** – I

Integration with Conference Programming

- **Garden Steward** – A
- **Program Leads** – R
- **Conference Organizing Committee** – C
- **iLRN Board / Circle of Scholars** – I

Integration with Knowledge Tree & Repository

- **Garden Steward** – A
- **Program Leads** – R
- **Knowledge Tree Editors / Repository Team** – C
- **Contributors** – I

6.4 RACI Table: Innovation Garden Governance

Core Function	Garden Steward	Program Leads	Digital Content Strategist	Volunteers / Contributors	Knowledge Tree / Repository Teams	Conference Organizing Committee
1. Annual Planning & Program Design	A	R	C	I	I	I

Core Function	Garden Steward	Program Leads	Digital Content Strategist	Volunteers / Contributors	Knowledge Tree / Repository Teams	Conference Organizing Committee
2. Activity Facilitation (Pods, GVAs, Walkthroughs, Toolshed, Panels)	C	A/R	I	R	I	I
3. Template & Documentation Development	A	R	C	I	C	I
4. Community Engagement & Communications	C	C	R	I	I	I
5. Volunteer Recruitment & Onboarding	C	R	C	I	I	I
6. Alignment With Searchlight Trends	A	R	I	I	I	I
7. Conference Proposal Clinics & Support	A	R	C	I	I	C
8. Integration Into Conference Programming	A	R	I	I	I	C
9. Integration With Knowledge Tree & Repository	A	R	I	I	C	I

Core Function	Garden Steward	Program Leads	Digital Content Strategist	Volunteers / Contributors	Knowledge Tree / Repository Teams	Conference Organizing Committee
10. Quality Assurance for Garden Experiences	A	R	C	I	C	I
11. Technology & Platform Coordination (Frame VR, Tally.so, Discord, etc.)	C	R	C	I	I	I
12. Cycle Review & Reflection (Post-Conference)	A	R	C	I	C	I

Interpretation Notes:

- **A = Accountable:** final authority; owns the outcome.
- **R = Responsible:** executes the work and ensures completion.
- **C = Consulted:** provides input, expertise, or feedback.
- **I = Informed:** kept aware of progress; not directly involved in decision-making.

This table is designed so the Garden Steward provides continuity and direction, Program Leads handle day-to-day operational execution, and volunteers have a clearly bounded yet meaningful role. It also shows where the Garden integrates with the Knowledge Tree, Repository, and Conference Organizing Committee without overlapping responsibilities.

6.5 Why This Governance Model Works

This structure:

- Provides clear decision authority

- Enables volunteers to lead meaningful work
- Minimizes bottlenecks
- Ensures alignment with iLRN's strategic priorities
- Supports continuity across leadership shifts
- Scales easily as programs expand or evolve

The Garden remains both **co-creative** and **well-coordinated**, enabling practitioners worldwide to participate confidently and contribute effectively.

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