

# Codex Orientation

Welcome to the **iLRN Codex Orientation**. This page is your guide for understanding how to navigate, contribute, and thrive within our shared knowledge base and delegation hub.

The Codex is not just a library of documents—it's the **operating system of iLRN**. It connects people, projects, and processes, ensuring that our global network works together with clarity and purpose.

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## Why the Codex Matters

- **Shared Understanding:** Everyone, from Special Track Chairs to Content Writers, works from the same playbook.
  - **Delegation Hub:** Tasks and updates live here first, triggering actions across our network.
  - **Collective Memory:** By recording our knowledge, we prevent burnout, duplication, and confusion.
  - **Transparency & Trust:** Members can see who is responsible for what and how decisions are being carried out.
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## Your First Steps

1. **Read Your Role Page**
    - Start with the section that matches your role (Chair, Steward, Volunteer, Partner).
    - If you don't see your role, contact your Coordinator or add a draft page.
  2. **Log Your First Update**
    - If you have a responsibility (e.g., adding a Program Committee member), record it here as the first step.
    - Remember: *If it isn't in the Codex, it isn't real.*
  3. **Use the Templates**
    - Access checklists, forms, and sample workflows provided for your area.
    - Templates are designed to save time and keep consistency across the network.
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## How We Work in the Codex

- **Capture → Assign → Confirm**

- Every request is captured in Codex.
  - The task is assigned to the correct steward or chair.
  - Completion is confirmed in the Codex and communicated outward.
  - **Weekly Stewardship**
    - Each week, stewards check their pages, close loops, and update progress.
  - **Monthly Sync**
    - Leadership reviews Codex entries, resolves gaps, and aligns global initiatives.
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## Expectations for Everyone

- **Keep It Current:** Outdated pages weaken the network. Update as soon as changes occur.
  - **Be Clear & Concise:** Write so others can step in and understand your work without explanation.
  - **Respect the Hub:** Treat Codex entries as official records, not rough notes.
  - **Collaborate in Public:** Use Codex pages, not private emails, for shared tasks.
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## Orientation Checklist

- ✓ Read your role page
  - ✓ Make your first entry or update
  - ✓ Explore templates for your area
  - ✓ Bookmark the Codex and check it weekly
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By following these practices, you help transform iLRN from a network *carried by a few* into a network *powered by all*. The Codex is how we scale, sustain, and succeed together.

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