ACG Los Angeles

POD Captain & Co-Captain Expectations and Guidelines

POD Captains and Co-Captains are the backbone of the program—creating a welcoming, consistent, and high-value experience that helps ACG members open new doors together.

POD "Professionals Opening Doors" Captains are responsible to facilitate connection, accountability, and engagement within their groups. Whether leading solo or sharing responsibilities with a co-captain, their leadership helps make the POD program a meaningful and rewarding experience for all members. Member must have 1 year participation in a POD prior to becoming a POD Captain.

1. Meeting Coordination
• Schedule meetings (monthly or bi-monthly) that fit your group's availability.
• Ensure meetings are purposeful, inclusive, and allow time for updates and collaboration.
• Communicate dates/location and any changes promptly through the group's platform.

2. Member Engagement and Inclusion
• Encourage consistent participation and gently remind members of the 75% attendance expectation.
• Confirm attendance compliance on a quarterly basis.
• Create space to share updates, needs, and opportunities during meetings.
• Support new members by helping them integrate into the group and understand how the POD operates.

3. Group Structure and Maintenance
• Maintain an up-to-date roster of current members.
• Report dates of meeting held on a quarterly basis.
• Use the shared workspace or system to review and accept new members into the POD.
• Ensure the POD remains balanced across professional roles and free from overlapping functions when possible.

4. Fostering a Positive Environment
• Lead by example—model professionalism, inclusivity, and mutual respect.
• Encourage collaboration, not competition, among members.
• Address any conflicts or issues early and constructively to maintain a healthy group dynamic.

5. Communication and Coordination
• Keep the group informed and engaged through clear, timely updates.
• Coordinate with your co-captain (if applicable) to share responsibilities and avoid duplication of effort.
• Provide occasional feedback or suggestions for improvement within your POD to keep it growing and evolving.