

Your roles

Seeing all your Roles or Positions in all groups

Click on **My Roles** in the grey menu at the top of the **GROUPS** tab to see a list of all the roles you hold. There is a History option to show you all the changes to your role holding.

Viewing your individual roles or positions

Select your role from the list.

The screenshot shows the 'GROUPS' tab selected in the top navigation bar. The user is logged in as 'NIKKI LOCKE'. The 'MY ROLES' sub-tab is active, showing a list of roles. The role 'SHREWSBURY - FORM VIEWER' is selected, and its details are displayed below. The details include: Name (Form Viewer), Based On (Core Role), Private (checked), Requires Group Permission (None), Role Holder represents this group in Group (checked), Linked Role (Destination), Purpose (checked), Accountabilities (checked), Domains (checked), and Approved (checked). The role is assigned to Nikki Locke, with a 'Took On' date of 26 June 2023. The role is also marked as 'Login' and 'Private'. At the bottom, there are buttons for 'Back' and 'Step back from this role'.

THE HUB SERVICES **GROUPS** NIKKI LOCKE

MY GROUPS MY CONTACTS **MY ROLES** MY FORMS INVITE REBELS

Back Step back from this role History

ROLE - SHREWSBURY - FORM VIEWER

Name
Form Viewer

Based On
Core Role ?

Private ?

Requires Group Permission ?
None

Role Holder represents this group in Group

Linked Role
Destination ?

Purpose ?

Accountabilities ?

Domains ? **Approved** ?

Login **Private** ? **Took On** **Until**
Nikki Locke 26 June 2023

Back Step back from this role

If you want to step back from the role, press "Step back from this role". If you want to step back from lots of roles in one go, see below.

You cannot add yourself to roles or positions – only your Group Admins can add people.

Your group can ask your Group Admin to create new roles/positions, or edit the mandates of existing ones.

Leaving a group

If you want to leave a group, click **Leave Hub Group** when looking at a group in the **GROUPS** tab.



The screenshot shows the 'SHREWSBURY' group page. The top navigation bar is green with 'THE HUB' logo, 'SERVICES', 'GROUPS' (selected), and a user profile 'NIKKI LOCKE'. Below this is a grey bar with tabs: 'MY GROUPS', 'MY CONTACTS', 'MY ROLES', 'MY FORMS', 'INVITE REBELS', and a menu icon. A 'Back' link is visible below the tabs. The main content area has a 'Midlands' header, the group name 'SHREWSBURY', and 'Local Group' status. Under 'Admin', there are links for 'Edit My Roles' and 'Leave Hub Group'. A sidebar on the left lists group sections: 'More Info/Contact', 'Mandate', 'Roles', 'Services', 'Members', 'History', and 'Forms', each with a dropdown arrow. The main content area features a 'XR Organism' diagram with a large green circle containing two smaller circles labeled 'Group Ad' and 'Form Vie'. Below the diagram are links for 'Search', 'Filter', and 'Tree View'. A 'Back' button is at the bottom center.

This will remove you from the Hub Group and from all the private areas belonging to that Hub Group. It will not remove you from public Mattermost channels and forums, but you can do this yourself in Mattermost and Forums respectively, if you wish.

Seeing your roles in a particular group

If you have one or more roles in a group, you can see them by clicking on **Edit My Roles** when looking at a group in the **GROUPS** tab. (See screenshot above).

This shows all your roles in the group:

 SERVICES GROUPS  NIKKI LOCKE ▾

[Back](#) [Save](#) [Contact Info](#) [All Roles](#)

NIKKILOCKE:NIKKI LOCKE - SHREWSBURY

Hub Group
Shrewsbury

Login
nikkilocke


User Name
Nikki Locke

Email
nikkilocke@protonmail.com

Access Level
Group Admin

Mattermost Login
[nikkilocke](#)

Group Permission ?
None

Role	Only show role to members of Shrewsbury ?	Took On	Until
Form Viewer <input type="checkbox"/>		26 June 2023	

[Back](#) [Save](#)

Private against a role means that only members of that group can see that you hold that role. This is useful if it is a spicy role you don't want everyone to know about. You can change this (remember to click Save to save the change).

If you click the little red x  against a role, then click Save, you will be removed from the role.

Stepping back from roles

Click on **My Roles** in the grey menu at the top of the **GROUPS** tab to see a list of all the roles you hold. Then click on **Step Back From Roles**.

Back

Save

STEP BACK - ELIJAH.CLARK:ELIJAH CLARK

Login

elijah.clark

Email

elijah.clark@example.com

Name

Elijah Clark

Replacement User**Remove From Role**☐**Remove Group Permissions**☐**Remove From Hub Group**☐

Hub Group	Role	Group Permission	Took On	Until	Step Back	Comment
Digital Discussions Applications Team	Group Admin	Group Admin			<input checked="" type="checkbox"/>	
Digital Discussions Applications Team	Hub Coder	Group Admin			<input checked="" type="checkbox"/>	
Digital Discussions Applications Team	UK Working Group Support	Group Admin	20 October 2021		<input checked="" type="checkbox"/>	

Back

Save

This shows all your roles, all with **Step Back** ticked, and gives you the following options:

- Assign another user to the ticked roles
- Remove yourself from the ticked roles
- Leave the groups the ticked roles are in.

Bear in mind the following:

1. Make sure only those roles you are stepping back from are ticked – untick the ones you want to remain in.
2. If someone else has agreed to take on these roles, select that person from the drop-down list in **Replacement User**.
3. If you want to remain in the role for a while (e.g. to train your replacement), leave **Remove from Role** unticked. But if you want to step back straight away, tick it.
4. If you have Inviter or Group Admin permission in any of these groups, tick **Remove Group Permissions** to remove those permissions.
5. If you are stepping back from the groups altogether, tick **Remove From Hub Group**.

Then click **Save**.