

Facilitator Guide: the one-hour AI policy session

Part of the Nimara AI Policy Kit. Anyone can run this. You don't need to be an AI expert. Version 1.0, September 2026.

Who to invite

- **The AI lead**, who runs the session.
- **The executive director**, or someone who can make decisions.
- **One person who does front-line work**. They know where AI would actually help, and where it would hurt.
- **Optional**: one board member.

Keep it to 3–6 people.

What to bring

- The Worries Poster, printed or on screen
- Three scenario cards, picked in advance (see “Choosing cards” below)
- The policy (Starter or Systems) with the easy blanks already filled in
- A way to take notes. Don't use an AI note-taker.

The hour

Time	What happens	What you say or do
0–5 min	Why we're here	“Some of us already use AI. We want to agree on rules that protect the people we serve and make our work easier. No wrong answers today.”
5–15 min	Name the worries	Put up the Worries Poster. Ask: “Which of these worries you most? What's missing?” Write every answer down.
15–40 min	Three scenarios	Read a card out loud. Ask: “Would we let AI do this? Why or why not?” Then read the answer notes. Spend about 8 minutes on each card.
40–55 min	Fill in the blanks together	Go through the blanks still open: approved tools, the AI lead, how people raise concerns, the notice deadline. Use what came up in the scenarios.
55–60 min	Next steps	Agree on the date for board approval, who hands out the Staff Card, and when you'll review.

Choosing cards

- **Every team:** card 2 (donor thank-you) and card 7 (the fake payment email).
- **Social services, health or housing:** add card 1 (intake summary) or card 5 (note-taker at a case meeting).
- **Teams with volunteers:** add card 6 (volunteer screening).
- **Teams already automating:** add card 9 (new AI feature switched on).

How to run a scenario well

- Read the card out loud, then pause. Let the front-line person speak first.
- Ask “what could go wrong?” before “what’s the rule?”
- If the room disagrees, that’s useful. Write down both views, then decide.
- Always end with: “What’s the one line we should add to our policy?”

If things get stuck

- **“We’ll never use AI.”** Fine. The policy still protects you from AI features vendors switch on without asking, and from AI-made scams.
- **“This is too much.”** Use the Starter version, and skip the sections that don’t apply yet.
- **“Will this cost jobs?”** Be honest about your plans. The policy has an optional line if you can promise it. Only keep it if it’s true.
- **“I don’t know how AI works.”** You don’t need to. The rules are about people, information and decisions.

After the session

- ☐ Send the finished policy and the Board Brief to the board.
- ☐ Save your notes. The worries people raised are useful for your first review.
- ☐ Book the review date in the calendar now.

Made by Nimara · Free to use and change for your organization · Not legal advice · hello@nimara.ca