

Village Owner & Moderator Accreditation Guide

My Digital Sovereignty Ltd — April 2026

1. Why This Matters

You are the owner of a Village — a sovereign community platform built on principles of Māori data sovereignty, where members trust you with their data, their content, and their conversations. The platform's governance architecture — tenant isolation, consent-first design, polycentric governance rules, tikanga-informed AI safety — protects your community structurally. But architecture alone is not enough. The people operating the Village must understand what they are stewarding. That trust requires competence.

Every Village must have at least one accredited moderator. As the owner, you have two options:

Option A: Complete the moderator accreditation yourself. This is the recommended path for new Villages.

Option B: Nominate a trusted member to undertake the accreditation. You remain the owner; they become your certified moderator.

Both options result in the same outcome: someone who understands the platform, its responsibilities, and its tools is actively managing your Village.

2. What Moderator Accreditation Covers

The accreditation process has two stages, each with an examination.

Stage 1: Village Fundamentals (Part 1)

A 15-question exam covering:

- **Privacy model** — How member data is protected. Why there is no "public" access.
- **Visibility and content control** — The three visibility levels (all members, selected members, only me).
- **Navigation** — How members find their way around the platform.
- **Features** — What the Village can do and how features are progressively disclosed.
- **Communication** — Chat, video calls, voice postcards, email, announcements.
- **Roles and responsibilities** — The difference between owner, moderator, and member.
- **Help and support** — How to use the help widget, tutorials, and support channels.
- **Community etiquette** — Expectations for behaviour and how moderation works.

The pass threshold is 80%. You may retry as many times as needed.

Stage 2: Moderator Tutorial Modules + Exam (Part 2)

After passing Part 1, the candidate works through seven practical modules:

#	Module	What You Learn
1	User Management	Inviting members, assigning roles, managing permissions, handling invitation requests
2	Content Moderation	Reviewing flagged content, communicating decisions to members, managing the review queue
3	Smart Inbox	Email-to-content AI classification, confidence thresholds, whitelisted senders, the publishing queue
4	Subgroups	Creating and managing member groups, visibility controls, committee organisation
5	Announcements	Broadcasting information, notification delivery tracking, read rates
6	Analytics	Engagement metrics, audit logs, activity monitoring, data export

#	Module	What You Learn
7	Federation	Cross-Village connections, granular permissions, exit rights, governance coordination

Each module includes a hands-on checklist that must be completed with a perfect score. After completing all seven modules, the candidate takes a second 15-question exam covering the module content plus escalation procedures. The same 80% pass threshold applies.

3. The Accreditation Path

Step 1: Member declares interest in becoming a moderator.

Step 2: Complete the Village Fundamentals exam (Part 1). Pass at 80%.

Step 3: Owner reviews candidacy and grants trainee status (view-only, supervised, or full access).

Step 4: Work through all 7 moderator tutorial modules. Complete each checklist.

Step 5: Complete the Moderator Accreditation exam (Part 2). Pass at 80%.

Step 6: Certification awarded. The moderator receives a certification badge.

4. What Moderators Do

Once certified, moderators work alongside the owner on:

- **Content moderation** — Reviewing flagged content, managing the review queue, communicating with members about moderation decisions.
- **Member management** — Processing invitations, managing roles, organising subgroups.
- **Communications** — Sending announcements, managing the Smart Inbox, reviewing contact submissions.
- **Analytics** — Monitoring engagement, reviewing audit logs, understanding how the Village is being used.

- **Governance** (Governance Villages) — Managing deliberations, building meeting agendas, tracking compliance, requesting document signatures.

Moderators cannot change the subscription, appoint other moderators, or modify the security policy. These remain the owner's responsibility.

5. For Governance Village Owners

If your Village is a governance type (for a board, council, or rūnanga), the moderator role carries additional responsibilities:

- Managing formal deliberations through their lifecycle (draft, discussion, voting, decision, archive)
- Building and managing meeting agendas with time allocation and presenter assignment
- Creating and maintaining compliance checklists for governance obligations
- Requesting and tracking document signatures from board members
- Proposing governance rule changes (subject to owner approval)
- Adopting or sharing governance seed packs with other organisations

The governance features demand a moderator who understands both the platform and the governance context of your organisation. If you are the chair or secretary of the board, completing the accreditation yourself ensures you can lead effectively on the platform.

6. Getting Started

The Owner & Moderator Briefing is available inside your Village at any time. It covers everything in detail: features, settings, privacy, security, and the setup journey.

To access it: log into your Village, open the menu (top right), and select **Owner/Moderator Briefing**.

Read the briefing at your own pace. When you are ready to begin the accreditation, declare your interest through the moderator application process in the platform. The exam and tutorial modules are built into the system — no external tools or accounts needed.

There is no deadline. Take the time you need. A well-prepared moderator is more valuable than a fast one.

My Digital Sovereignty Ltd — Ōtautahi, Aotearoa

Platform: mysovereignty.digital — Research: agenticgovernance.digital