



RESPONSIBILITIES OF GROUP MEMBERS

BEFORE EACH MEETING

1. Re-read the minutes of the previous meeting to determine if you have completed all assignments.
2. Review the agenda for the meeting and prepare accordingly.
3. Make necessary arrangements to avoid being called out of the meeting by phone calls or visitors.
4. Plan to arrive at the meeting on time.
5. Be prepared with any materials or data you need to furnish the group to help them deal with your agenda items.



RESPONSIBILITIES OF GROUP MEMBERS

DURING EACH MEETING

1. When you have an opinion or feeling, state it honestly and clearly.
2. Stay on the agenda item being dealt with and help others stay on it.
3. When you don't understand what someone is saying, ask for clarification.
4. Participate actively--when you have something to say, say it.
5. Avoid personal attacks and comments that are judgmental of others.
6. Assume responsibility for making process contributions, such as: asking questions, keeping the group on the track, clarifying members' statements, summarizing, listening to others, getting the agenda set quickly, getting things on the "group memory."
7. Protect the rights of others to have their opinions or feelings heard--encourage silent members.
8. Listen attentively to others--clarify what others are saying when appropriate.
9. Offer solutions that might resolve conflicts--try them out on the group.
10. Avoid communications that disrupt a group--humor, sarcasm, diversions, asides, jokes, digs.
11. Keep notes on things you agree to do after the meeting.
12. Keep asking yourself, "What, right now, would help this group move ahead and get this problem solved? What can I do to help this group function more effectively? What does the group need? How can I help?"



RESPONSIBILITIES OF GROUP MEMBERS

AFTER EACH MEETING

1. Carry out assignments and commitments.
2. Pass on to others decisions or information that they should have.
3. Keep confidential anything said or done in the meeting except for final decisions.
4. Refrain from complaining about a decision whether you have agreed to it or not.
5. Refrain from "out-of-meeting appeals" to the leader.
6. Don't appeal to the leader to reverse a decision. Bring it up at the next meeting.

For a free, 30-minute consultation on how to improve the effectiveness of your meetings, [click here](#).