

## Responsibilities of Group Members Before Each Meeting

1. Reread the minutes of the previous meeting as a check on whether you have completed all task assignments for the previous meeting.
2. Make necessary arrangements to avoid being called out of the meeting by phone calls or visitors.
3. Plan so you can get to the meeting on time.
4. Have clearly in your mind the items you want to put on the agenda.
5. Be prepared with any materials or data you need to furnish the group to help them deal with your agenda items.
6. **If the agenda is available ahead of time, study it to see whether you need preparation to discuss the problems intelligently.**
7. If you must be absent, inform and prepare your alternate.

## Responsibilities of Group Members During Meeting

1. Be sure to submit your items for the agenda. State them very clearly—do not elaborate.
2. When you have another option or feeling, state it honestly and clearly—don't sit on your feelings.
3. Stay on the agenda item being dealt with and help others stay on it.
4. When you don't understand what someone is saying, ask for clarification.
5. Participate actively—when you have something to say, say it.
6. Assume responsibility for making process contributions—inputs that will facilitate the problem-solving process, such as
  - Asking questions
  - Keeping the group on track
  - Calling for the decision
  - Clarifying member's statements
  - Summarizing
  - Listening to others
  - Getting the agenda set quickly
  - Getting things on the board or chart pad
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. Try to think creatively about solutions to conflicts—try them out on the group.

10. Avoid communications that disrupt a group—sarcasm, diversions and asides.
11. Keep notes on things you agree to do after the meeting.

#### Responsibilities of Group Members After Meeting

1. Carry out assignments and commitments.
2. Pass on to your subordinates decisions or information that they should know about.
3. Keep confidential anything said or done in the meeting except for final decisions.
4. Refrain from complaining about a task you agreed to do.
5. Refrain from "out-of-meeting appeals" to the leader. Your feelings about the group should be expressed in the group.
6. Don't appeal to the leader to reserve a decision. Bring it up at the next meeting.