



## ENGAGEMENT MEETING NORMS

### THE BASICS

- Start and end on time
- Have an Agenda and stick to it
- Speak loudly and don't interrupt
- Trust one another
- Maintain confidentiality
- Check-in introductions

### WHAT WE DO AND ASPIRE TO DO WELL

- Treat each other with dignity and respect.
- Transparency: avoid hidden agendas.
- Be genuine with each other about ideas, challenges, and feelings.
- Trust each other. Have confidence that issues discussed will be kept in confidence.
- Leaders will open up a space in which people have information and are comfortable asking for what they need.
- Practice being open-minded.
- Rather than searching for the guilty, give your colleagues the benefit of the doubt; have a clean slate process.
- Avoid territoriality; think instead of the overall good for the cause(s) we have come together to advance.
- Leaders are open, communicative, and authentic with each other and the group.
- Problems are presented in a way that promotes mutual discussion and resolution.
- Thoughtful decision-making is expected.
- Recognize that you are part of something larger than yourself. Be responsible to own the whole picture.
- If you commit to doing something – do it. Be accountable and responsible for the group.
- Promise to come prepared to your meetings so that you demonstrate value and respect for the time and convenience of others.
- Strive to continuously improve and achieve the group's strategic goals.