

**STRATEGIES FOR COLLABORATION: SETTING GROUND RULES<sup>1</sup>**

<p>Fill in the blanks...</p> <p><b>Scheduling meetings:</b> Our collaborative will meet at</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>every <input style="width: 30px;" type="text"/> weeks.</p> <p>To fit people's schedules, we will try to always meet at <input style="width: 30px;" type="text"/> o'clock.</p>	<div style="border: 3px double black; padding: 5px;"> <p><b>Troubleshooting... the importance of ground rules:</b></p> <p>One challenge for collaboratives working with government officials is to maintain decision-making power outside the political arena. If not, political pressures may force decisions that are not the best for the collaborative. Ground rules should be set that carefully define any supportive politician's place in a collaborative's power structure.</p> </div>
<p><b>Organizing meetings:</b> Choose one method.</p>	
<p>Members will switch off organizing, facilitating, being the secretary, and setting the agenda for meetings by the following schedule:</p> <div style="border: 1px solid black; height: 70px; width: 100%;"></div>	<p>Because certain members are very good at taking certain roles, the following members will take the following positions until further notice:</p> <p>Organizing: <input style="width: 100%;" type="text"/></p> <p>Facilitating: <input style="width: 100%;" type="text"/></p> <p>Secretary: <input style="width: 100%;" type="text"/></p> <p>Setting the Agenda: <input style="width: 100%;" type="text"/></p>
<p><b>Power and Decision-making:</b> Draw the organizational structure of the collaborative, so that it is clear how power and resources will be shared.</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	

<p><b>Dialogue:</b> To ensure that the dialogue at meetings is orderly,</p>	
---	--

<sup>1</sup> Adapted from "Building Community Collaboratives", Family Resource Coalition of America, pp. 13-14.

\_\_\_\_\_ will \_\_\_\_\_  
\_\_\_\_\_.

To ensure that each member has a chance to speak,  
\_\_\_\_\_ will \_\_\_\_\_  
\_\_\_\_\_.

To ensure that decision-making occurs in the group  
and not behind the scenes, \_\_\_\_\_  
\_\_\_\_\_

If conflict arises, \_\_\_\_\_  
\_\_\_\_\_

**Accountability:**  
If a member misses \_\_\_\_\_ meetings, \_\_\_\_\_  
\_\_\_\_\_.

If a member does not fulfill their responsibilities to  
the group, \_\_\_\_\_  
\_\_\_\_\_.

**Troubleshooting...  
the importance of ground rules:**

In one collaborative, members admitted to each other that, although meeting are necessary, they often get long, boring and unproductive. To avoid these problems they decided on the following strategies:

- Each meeting will be held at a different member's workplace. Whoever is hosting the meeting begins with a tour of the space to help the other members understand a bit more about their day-to-day operations.
- They identified a small group of experienced facilitators who would trade off the responsibilities of running each meeting, keeping energy high and keeping discussions on topic.
- Each member was assigned a partner. Members made sure that their partners understood any jargon being used, helped them voice their concerns and filled them in on any meetings they had missed.

**Compensation:**  
Please circle all that apply.

*childcare*

*transportation*

Each member may take advantage of *payment for time spent* for each meeting attended.

other: \_\_\_\_\_