### STRATEGIES FOR COLLABORATION: SETTING GROUND RULES

#### Scheduling meetings:
Our collaborative will meet at

<table>
<thead>
<tr>
<th>every [ ] weeks.</th>
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To fit people’s schedules, we will try to

<table>
<thead>
<tr>
<th>always meet at [ ] o’clock.</th>
</tr>
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</table>

#### Troubleshooting…

**the importance of ground rules:**

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.

#### Organizing meetings:
Choose one method.

Members will switch off organizing, facilitating, being the secretary, and setting the agenda for meetings by the following schedule:

<table>
<thead>
<tr>
<th>Because certain members are very good at taking certain roles, the following members will take the following positions until further notice:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizing:</td>
</tr>
<tr>
<td>Facilitating:</td>
</tr>
<tr>
<td>Secretary:</td>
</tr>
<tr>
<td>Setting the Agenda:</td>
</tr>
</tbody>
</table>

#### Power and Decision-making:

Draw the organizational structure of the collaborative, so that it is clear how power and resources will be shared.

#### Dialogue:

To ensure that the dialogue at meetings is orderly,

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1 Adapted from “Building Community Collaboratives”, Family Resource Coalition of America, pp. 13-14.
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, ______________ will _______________.

If conflict arises, ______________ will _______________.

Accountability:
If a member misses ______ meetings, ____________ will _______________.

If a member does not fulfill their responsibilities to the group, ______________ will _______________.

Compensation:
Please circle all that apply.  

- childcare  
- transportation

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

other: ___________