



## Team Leadership Meeting

### TEAM GROUND RULES:

#### **RULES FOR EVERYONE TO HAVE AN EFFICIENT MEETING:**

- ✦ Respect each other's opinions, even if you do not agree.
- ✦ Only one person talking at a time – do not interrupt. Linda needs to make a record, and it is impossible if everyone is speaking at once.
- ✦ Turn off the cell phone during meetings. Multi-tasking does not always work.
- ✦ Be on time; if you are late, it is disruptive to the entire meeting. If being late is unavoidable, you are responsible for finding out what has happened.
- ✦ No side bar conversations.
- ✦ Keep discussions brief; limit wandering and tangents.
- ✦ Identify tasks to be completed; delegate work and make it clear who is to do what by when; create a take away list; set a date for completion of tasks.
- ✦ Ask for clarification if you aren't sure what is being said; meet one-on-one to discuss further.
- ✦ What happens in Board Meetings stays in Board Meetings. There may be conversations in meetings that are meant to stay there. If you are not sure if something should be shared, ask; if there is something you do not want shared, make it clear.

#### **RENEÉ'S BEHAVIORS FOR EFFECTIVE TEAMWORK:**

- ✦ Ask for ideas from everyone.
- ✦ Offer help without being asked.
- ✦ Accept all suggestions as valid for consideration.
- ✦ Give undivided attention to the person speaking.
- ✦ Set a timeframe on each deliverable.
- ✦ Start on time and end on time.
- ✦ Minimize distractions.
- ✦ If there is no response to an e-mail, make a telephone call.
- ✦ Respond to all emails and telephone calls within 24 hours.

#### **RENEÉ'S REQUESTS:**

- ✦ Respond to emails and telephone calls in a timely manner – i.e., try to respond within 48 hours, even if the response is simply acknowledging receipt of the communication.
- ✦ If I do not respond to my emails quickly, call me. My emails go through a firewall that is very particular and routinely blocks legitimate emails.
- ✦ Do not just stop working and hide – if something is wrong, let me know.
- ✦ If you must resign from your position, please call me –breaking up through email is never a good choice.

### **ADDITIONAL GROUND RULES FOR BOARD MEMBERS:**

- ✚ Critiques are good. If your comment is negative, state what would you do differently; provide a solution; put a positive comment first.
- ✚ Email suggestions:
  - Be careful of “Reply All”; make sure people can tell who said what.
  - Structure the email so the concepts are easily followed.
  - Change/Fix the subject line when the subject of the email changes. People see the subject line first and may assume the email does not apply to them.
  - Keep it professional; you don’t know who this mail may go to next.
  - Use correct grammar, spelling and punctuation to make the point being made understandable.
- ✚ Keep communicating with each other so people know what you are doing to avoid duplicate efforts.
- ✚ If you have a problem with a person, go to that person, not another person.
- ✚ Any idea is a good idea; respect others ideas.
- ✚ Create an atmosphere for honest and open communication.
- ✚ Focus on improving processes, versus being defensive.
- ✚ Share solutions to problems.
- ✚ If you cannot do something, say so right away; do not just NOT do it.
- ✚ Eliminate drama – there is too much of it in the world already.
- ✚ Be supportive of each other – we are all here for similar reasons.
- ✚ If you will be out of communications for an extended period of time (for example 2 weeks) let others know.

