

# Responsibilities of Group Participants

People who take on the responsibility of being a member of a group need to do so with thoughtfulness and careful consideration. A group is formed for a specific purpose, and if it is to be successful, each member must make a personal commitment and be invested to that purpose. If a member of a group is not invested, resign from the group!

As an active member of a group, keep in mind these specific responsibilities:

### 1. Show up

- Commit to attending meetings.
- Be prepared.
- Personally welcome new people.
- Participate actively.

### 2. Assume responsibility

- Help set up and clean up
- Offer to do the work –committees, task force etc.
- Support the facilitator in moving the agenda ahead.
- Follow through on commitments.

### 3. Demonstrate respect

- Actively listen to others.
- Seek to understand differing opinions.
- Honor confidentiality.
- Look for honest, open relationships.
- Adhere to ground rules.
- Don't dominate the discussion, bring up tangents, dwell on past problems or insist that people support your ideas.

### 4. Be assertive

- Freely express opinions.
- Ask questions.
- Raise issues.
- Recommend ways to resolve differences.
- Be positive and upbeat throughout the meeting.
- Work toward win-win outcomes.

