

# Recommendations and Points for Success

- ★ We will freely give our suggestions and ideas.
- ★ We will attend all of the meetings.
- ★ We will take the time to prepare for our meetings.
- ★ We will openly share ideas, resources, and materials with one another.
- ★ We will help each other solve challenges that may arise.
- ★ Avoid allowing outsiders to attend, unless they are needed as presenters.
- ★ On a quarterly basis, assess how the group is functioning. Review what you have discussed and accomplished in the past meetings.
- ★ Review your mission and guidelines, and update as needed.
- ★ You will find that some members will want or need to drop out due to other commitments or a shift in their professional aims. It is of utmost important that others in the group understand and not resent this change. Be sure to recognize this person's contributions at their final meeting.
- ★ Consider choosing a replacement. This is difficult for the remaining group members as well as someone new because the group now has a shared history. It is possible to make this transition, however.
- ★ Review the criteria for membership, and brainstorm to come up with a list of individuals who meet the criteria. Assign someone to give the new person some background on group members, review the guidelines, and explain anything else that will help him or her integrate.