



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

Family Giving Online Knowledge Center Sample Forms, Checklists, and Policies

TITLE: Ground Rules for Family Meetings

SOURCE: *Family Meetings: Preparing for an Effective Family Foundation Discussion*

COPYRIGHT: Copyright 2003, National Center for Family Philanthropy, www.ncfp.org.
Permission is given for personal use only, including sharing with board members and staff of your organization. Neither you or other individuals affiliated with your organization may copy, share, or adapt this sample without permission from the National Center for Family Philanthropy for use with individuals or organizations that are not affiliated with the National Center's *Family Giving Online* partners program.

GROUND RULES FOR FAMILY MEETINGS

Objective: To create a safe environment for open conversation

- No personal attacks
- Arrive on time
- Equal time for speakers
- Speak briefly, time is limited
- When others speak, listen—don't prepare your remarks
- Listen with intent to understand
- Be open to others points of view; to outcome; to each person regardless of seniority
- Treat sessions as confidential
- Outside the retreat do not attribute comments to others
- Speak from your own experience
- Show up!

*Adapted with permission from Mark Gerzon, Director,
Campaign for Common Ground, Boulder, CO*