

8. **GIVE ALL FACTS TO THE GROUP.** Have confidence in the group. Do not keep any facts from the group. Trust the group to make the right decision.
9. **THINK AND SAY “WE” NOT “I” OR “YOU”.** Think in terms of “our group” what “we think” and not what “I think.”

(Material adapted from Dynamics of Participative Groups, by J.R. Gibbs, Grace N. Platts, and Lorraine F. Miller)

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When you lead a Committee Meeting

The following are some suggestions for your use when you are a group leader.

1. **THE GROUP SHOULD SET ITS OWN GOALS.** Do not impose your goals. Goals should be decided on by the whole group in discussion.
2. **ALL DECISIONS SHOULD BE MADE BY THE GROUP.** Do not be tempted to make decisions for the group. Do not try to impose your standards on the group, no matter how tempting it is.
3. **BE INFORMAL.** Use first names, informal clothing, arrange chairs in circles, encourage spontaneous discussion with few rules. As far as possible, do away with voting, hand raising, and Robert's Rules.
4. **BE ACTIVE.** Set an atmosphere that encourages all to participate. Do little talking yourself. Ask questions. Accept opinions of all members without criticizing them. Be accepting. Listen to others. Be friendly. The more people talk, the more they like the discussion.
5. **USE METHODS WHICH ALLOW PARTICIPATION AND HELP PROBLEM SOLVING.** Break group down frequently into small groups with clear problems to solve. Groups are often too large for effective discussion without sub grouping. Use role playing, listening teams, demonstrations, panels, and other methods which encourage participation.
6. **EVALUATE.** Help the group to evaluate how it is doing, whether it is solving its problems, whether it is accomplishing its goals; use post-meeting reaction sheets, suggestions boxes, and buzz groups on the question: "How can we improve our group discussion?"
7. **SIT IN A CIRCLE.** Sit with the group, not in front of the group, at a separate table, or behind a rostrum. Arrange chairs so that an observer could not tell who the leader was. Arrange chairs so that people can comfortably see all the others in the group.