



MEMORANDUM FOR GROUP MEMBERS

As a member of a group I will remember that:

I am one of a group and each member has a contribution to make. I am important to the group and I will respect the other members.

What I think is as necessary as what others think, so I will try to present my ideas as clearly and constructively as possible.

To remain silent or withhold differing opinions is not helpful to the group in thinking through problems. I should not feel resistant when someone differs with me.

To participate too much, monopolize the discussion, or be too insistent on my viewpoint can be detrimental to the functioning of the group and should be avoided.

I am learning and working with others and, therefore, I will cooperate and be concerned about harmonious relations in the group.

I volunteer readily when I think my services and abilities will be useful to the group. I have the time that will be required.

When I have undertaken a responsibility, I will carry through with it until successfully completed.

I am willing to confer with others, accept the offers of assistance of others, and generously acknowledge the contributions of others whenever recognition is due.

I will suspend judgment until facts are known and base decisions upon objective data.

I am careful not to make irresponsible statements, repeat confidential information or stir up feelings which are antagonistic to good group work.

Adapted from President...The Easiest Job in the PTA, National PTA