

Family Community Meeting

Purpose of the Family Community Meeting:

- 1 - Set and review weekly goals.
- 2 - Receive and give encouragement.
- 3 - Receive and give constructive criticism.
- 4 - Express problems between family members.
- 5 - Review the weekly schedule.

Responsibilities of Community Leader: (Family members rotate this position weekly)

- 1 - Announce specific parts of the meeting.
- 2 - Call on family member when his/her hand is raised.
- 3 - Maintain order throughout the meeting.

Appropriate Interaction Guidelines:

- 1 - Raise hands to speak.
- 2 - Wait to speak until called on by the community leader.
- 3 - Use gentle "I" statements when confronting another family member.
(Remember to do this at appropriate times: feedback, problem/concerns.)
- 4 - Be cautious not to speak out of turn.
- 5 - Try to maintain a soft tone with all comments.

Topics Addressed In The Meeting:

1 - GOALS

Family members state their goals from the previous week and share with the family whether they feel that they accomplished it or not. They then state the goal that they will work on in the upcoming week.

2 - FEEDBACK

After each person states his/her goals, there is an opportunity for family members to give him/her a brief evaluation of his/her performance during the week. The intent of feedback is to reinforce positive behaviors and to help the person recognize negative behaviors so that he/she may make corrections. Each person should always receive two positives and one negative or constructive feedback.

3 - PROBLEMS OR CONCERNS

Any complaint or issue that needs to be resolved should be discussed at this time. It is essential that when addressing all problems and concerns that the Appropriate Interaction Guidelines are followed.

4 - ANNOUNCEMENTS

This time is for any family member who has information that he/she needs to make known to the whole family, to do so.

5 - QUESTIONS

- Any questions may be asked at this time.

6 - WEEKLY SCHEDULE

- This will vary according to each family's need, but this would be an appropriate time to coordinate schedules and to designate the time for next week's Family Community Meeting.