

Group Working Agreements for the 2020-2021 Chicago Market Board of Directors

Effective groups find the work that needs to be accomplished can be done more effectively if everyone knows in what environment the work will occur. It helps provide a safe space for group work. This is done by establishing working agreements by which the group will abide. Working agreements are guidelines that define how the group wants to work together, and what they want in the working environment and from each other to feel safe, respected and valued and free to learn, explore and discover. The following working agreements have been created by the 2020-2021 Chicago Market Board of Directors for their use in their collective work as a board. This is a living document which will be referenced and reviewed regularly to ensure it remains appropriate and beneficial to the work of this group.

As members of the Chicago Market Board of Directors, in our work together we will...

- **Have Patience**
 - We recognize that people work at different paces and process information in different ways, so we will be patient with each other.
- **Be Flexible**
 - We understand that sometimes things change and we need to change and adapt with them. We will expect to make adjustments as we learn new things or redirect our efforts to better achieve our goals.
- **Set Clear Expectations**
 - In order to move forward together, we know we'll need a clear understanding of next steps and due dates, so we'll remember to outline and identify those for each other.
- **Remember the Big Picture**
 - Understanding the purpose of our organization and our vision is one piece, but being knowledgeable about the overarching timeline of the project and the steps we need to complete is also important. We will create resources to remind us of our critical path items and direct each other back to our objectives when needed.
- **Say What We Mean, Mean What We Say (But Don't Say It Mean)**
 - We will be clear in our communications and "cautiously blunt". While still respecting others, we will be sure to state our opinions understandably.

- **Understand Majority Rules, But Value Minority Opinions Too**
 - We need to be prepared to not always get our way. In a group our size, there will be times when we are in the minority and we will be okay with that. Likewise, when we're in the majority, we will encourage the expression of a diversity of perspectives before making decisions.
- **Stay Passionate, But Practical**
 - We will understand the role our opinions or ideas play in discussions, but base our conversations and decisions around facts and realistic information. We will be careful to be critical of concepts, not colleagues.
- **Have An Agenda**
 - Every meeting will have an agenda with clear outcomes and expectations identified for each item on the agenda.
- **Be Transparent, Yet Respectful**
 - We will be respectful with how communications with the Owners, public, or other outside bodies about Board matters will be handled, by maintaining transparency while preserving appropriate confidentiality around Board discussions.
- **Say If We Are Swamped**
 - We know that work/personal life can get in the way of completing our Chicago Market Volunteer work on time. When we take on a project, if we realize we need help, we will recognize the importance of the task to the Co-op and we will be comfortable speaking up to get help, get it reassigned, or to discuss pushing the deadline out to align expectations with reality.
- **Monitor Our Follow-Through and Be Accountable**
 - All Board members will respectfully hold themselves and other Board members accountable for the work they've agreed to take on.

These working agreements were drafted during the first meeting of the new board on 09.16.20, reviewed and discussed on Basecamp, and approved and adopted at our second board meeting on 09.30.20. The work of creating these working agreements was facilitated by Board Member Dana McKinney.



Comments
