



FACILITATOR GUIDELINES

A Facilitator's purpose is to provide leadership and direction to an OK Team with the focus on improving the team member's business or their role within their organization. The facilitator is charged with organizing and directing the flow of the monthly meetings, causing the members to *think strategically, solve problems and achieve goals*. The main goal of the Facilitator is to ensure members are getting value out of their team meetings.

I agree as a Facilitator to do the following:

- To adhere to and will enforce with the team members individual *accountability, commitment and confidentiality*.
- Commit to not missing more than 2-3 meetings per year. Should circumstances arise where I would need to miss more than three, I will recommit to the co facilitator and my team members.
- Prepare the recommended agenda before the meeting and disseminate notes after the meeting with the focus on enforcing accountability regarding the action items previously documented.
- Maintain the flow of the meeting to ensure everyone's needs are being fulfilled.
- Contact any new team member candidates within 7 days and meet with them within 14 days. If appropriate I will then take the recommendation to the team soliciting for any potential new member conflicts.
- Identify any problem members/group dynamics or other problems quickly to the Executive Director and discuss the best course of action.
- Commit to one year of facilitating. Should I plan to resign as a Facilitator, I will give as much notice as possible, preferably 4 to 6 months.

Name: _____
(Your signature)

Date: _____