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 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 should 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 that are antagonistic to good group work.