

Ten Components of Internal Accountability

How can we ask council members, police officers, the codes department, etc. to be accountable to us if we aren't accountable to members of our own organizations?

Ground Rules - A standard by which meetings are run. They can be as simple or detailed as necessary.

By-laws – More detailed than ground rules. Defines responsibilities of officers, explains process for electing officers, etc.

Agenda – Allows participants to know what will be discussed during the meeting

Time Keeper – Person who helps your group move through the agenda. They can also help the group start and end on time.

Regular Elections – Allows group members to select new leadership on a regular basis. Group dynamics help determine the frequency by which elections are held.

Chairperson – Main duty is to move the group through an agenda. This isn't as easy as it sounds though.

Among other things, the chairperson is responsible to:

- make sure that everyone who wants to speak is allowed to speak
- help the group come to a consensus
- call the group back to order when members are unruly

The Friendly Nag – The job of the friendly nag is to make sure that everyone who volunteers to take on a task actually follows through. For instance, if Sara says she will call all the new people who came to last week's meeting, the friendly nag's job is to remind Sara to make those calls.

Sign-In Sheet – The sign-in sheet is a very important component for neighborhood leaders. It allows you to collect contact information for the individuals who come to your meetings.

Small Group Planning Meetings – Important because they allow you to address issues that aren't covered in regular meetings.

Meeting Evaluations – Help you figure out what worked, and what went wrong. Ask questions like “Did we start on time?” “Did we end on time?” “Did people listen to you?”