House Meeting
*Adapted from Leadership for Educational Equity.

Purpose of the Meeting:
● To build trust and relationships between leaders in your community.
● To identify leaders who can help build the movement.
● To surface issues shared by many stakeholders within the community.
● To establish a common understanding of how the group can work together moving forward.

What Happens in the Meeting:
● Icebreaker: Everyone introduces themselves and shares why they came or where they are from.

● Format and ground rules: Host explains the format of the meeting, including the discussion question and any ground rules for the conversation (i.e., all participants will have a chance to share, treat all participants with respect, facilitator may politely interrupt to ensure that the conversation stays on track, etc.).

● Model story: The host shares a short (1 min) story about a personal experience relevant to the discussion question or focus of the meeting.

● The conversation: Participants share stories and experiences and engage in dialogue with one another. As they share, themes will begin to emerge around shared issues.

● The ask: Make a clear ask to all the participants: 1) join our group of stakeholders 2) host your own community roundtable 3) attend a training 4) participate in an action.
  ○ Next steps: Facilitator will share information about any upcoming events and opportunities to engage further around these issues.
  ○ Evaluation: Participants briefly evaluate the meeting.

Sample Guiding Questions:
● How has the issue of {insert issue here} affected you, your family, or your community?
● What have you done to understand or address the issue?

After the meeting:
● Send thank you letters or emails to participants.
● Schedule 1-1s with any participants who showed leadership potential.
● Use the summary sheet to capture the information from your community roundtable.
● Tell invitees who could not attend the meeting what happened and who else is hosting an event.
● Send your notes and summary to other members of your group, organization that are part of the community engagement.

Adapted from the Center for Community Engagement and Service Learning
Sample Community Roundtable Agenda/House Meeting

I. Introduction (10 min):
   ● Welcome participants
   ● Icebreaker
   ● Host shares purpose of the meeting and format

II. Guiding Question (40 min):
   ● “When you think about {Insert Issue} what makes you angry? Why?”
   ● “When you wake up worrying at night, what are you worried about? Why?”
   ● Facilitator shares a personal story that responds to the discussion question
   ● Participants share personal stories responsive to the question

III. Discussion (15 min):
   ● Facilitator helps guide discussion, ensuring that all participants have a chance to share.
   ● Facilitator can ask questions to get conversation started.
   ● Facilitator can politely interrupt if someone is dominating the conversation to ensure that all participants have an opportunity to share.

IV. Closing/Next steps:
   ● Facilitator shares any upcoming opportunities for action
   ● Invite all participants to host their own community roundtable (or other “ask”)
   ● Thank all participants for contributing to this critical conversation around education reform

V. Evaluation:
   ● What is one thing you appreciated about this meeting?
   ● What is one thing we could change to make community roundtables/house meetings better?

<table>
<thead>
<tr>
<th>Preparation for your meeting:</th>
<th>Material List:</th>
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<tbody>
<tr>
<td>□ Decide date, time, and Place</td>
<td>□ Pens</td>
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<tr>
<td>□ Make a list of 8-12 people to invite</td>
<td>□ Paper for writing</td>
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<tr>
<td>□ Contact each of the people on your list face to face to get a firm commitment</td>
<td>□ House meeting agenda to hand out</td>
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<tr>
<td>□ Remind participants one day before the community roundtable with a phone call</td>
<td>□ Information on the specific topics/one pagers, etc. (if applicable)</td>
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<tr>
<td>□ Study community roundtable agenda and practice your story</td>
<td>□ Information on upcoming meetings/actions</td>
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<td>□ Sign in sheet</td>
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