

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

https://www.du.edu/ccesl/media/documents/ccesl_handbook_third_edition_print_protected.pdf

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?

Preparation for your meeting:	Material List:
<ul style="list-style-type: none"> <input type="checkbox"/> Decide date, time, and Place <input type="checkbox"/> Make a list of 8-12 people to invite <input type="checkbox"/> Contact each of the people on your list face to face to get a firm commitment <input type="checkbox"/> Remind participants one day before the community roundtable with a phone call <input type="checkbox"/> Study community roundtable agenda and practice your story 	<ul style="list-style-type: none"> <input type="checkbox"/> Pens <input type="checkbox"/> Paper for writing <input type="checkbox"/> House meeting agenda to hand out <input type="checkbox"/> Information on the specific topics/one pagers, etc. (if applicable) <input type="checkbox"/> Information on upcoming meetings/actions <input type="checkbox"/> Sign in sheet