



10 Group Best Practices

Meeting Cadence

Best Practice: Establish a consistent meeting schedule while maintaining flexibility to accommodate your group's needs.

Recommended Approaches:

- Most groups hold quarterly 1-hour meetings, while some groups meet monthly.
- Adjust meeting frequency based on member engagement and discussion needs.
- Consider scheduling meetings several months in advance to encourage participation and improve attendance.
- Consider supplementing virtual meetings with in-person gatherings at Traders Market or NAWLA events.

Why It Works: A regular cadence keeps members engaged while allowing flexibility for varying group dynamics and schedules.

Meeting Leadership & Responsibility Sharing

Best Practice: Share leadership responsibilities across group members.

Recommended Approaches:

- Ask for volunteers to facilitate meetings and assign remaining opportunities as needed.
- Determine next meeting facilitators before the conclusion of each meeting.
- Encourage members who suggest discussion topics to lead those conversations.

Why It Works: Shared ownership increases engagement and prevents leadership responsibilities from falling solely on the Group Leader.

Topic Selection and Meeting Planning

Best Practice: Maintain an ongoing process for collecting and prioritizing discussion topics.

Recommended Approaches:

- Use a shared document (Ex: Google Drive) or spreadsheet to collect topic ideas year-round.

- Solicit agenda items in advance of meetings.
- Allow members to vote or provide feedback on priority topics.
- Focus on topics that are relevant to the majority of participants.

Why It Works: A structured topic selection process helps ensure meetings remain valuable and relevant. Requiring members to contribute to agenda ideas aids in group engagement.

Group Culture & Expectations

Best Practice: Foster an environment built on trust, engagement, and active participation.

Recommended Approaches:

- Establish confidentiality expectations.
- Encourage consistent attendance and participation.
- Create space for open discussion and peer-to-peer problem solving.
- Maintain standards for member engagement and commitment.
- Unanimously approving new members to maintain trust.

Why It Works: Trust and participation are the foundation of successful and long-lasting 10 Groups. Leaders often note that participation is key, not absolute perfection. It is most important for members in meeting attendance to show up ready to contribute and to be present.

Strengthen Relationships Through In-Person Interaction

Best Practice: Use NAWLA events and informal gatherings to build stronger member connections.

Recommended Approaches:

- Schedule group dinners or networking opportunities during Traders Market and NAWLA events.
- Encourage members to connect outside of scheduled meetings.
- Consider annual facility tours or visits to other member locations to share ideas and learn from peers.
- Use in-person interactions to strengthen trust and foster collaboration.

Why It Works: Strong personal relationships increase participation, encourage open discussion, and create a more valuable peer network. Since trust and connection can be more difficult to build virtually, groups that incorporate in-person interactions often develop stronger bonds and experience greater long-term success.

Questions? Email info@nawla.org or call (312) 321-5133.