



Meeting Norms

To keep our meetings focused, productive, and aligned with our goals, we follow these guiding principles:

1. **ALIGNMENT** with Strategic Priorities
Ensure all discussions and decisions align with the Camrose Sea Serpents' key objectives and long-term goals, just as they align with the Alberta Summer Swimming Association (ASSA) priorities.
2. **RESPECTFUL COMMUNICATION**
Foster an environment of respect where everyone listens actively, shares ideas, and makes sure all voices are heard.
3. **FOCUS ON IMPACT**
Concentrate on Key Performance Indicators (KPIs) and meet reports to track progress and make informed decisions that propel the team forward.
4. **TIMELY ACTION**
Stick to deadlines for tasks, reports, and meetings to maintain momentum and meet our strategic objectives.
5. **CONSTRUCTIVE DISCUSSION**
Offer feedback that drives improvement and growth, aiming to enhance strategies, outcomes, and team performance rather than focusing on individual shortcomings.
6. **CONFIDENTIALITY MATTERS**
Maintain discretion and confidentiality when discussing sensitive information, ensuring the privacy of internal matters.
7. **ACCOUNTABILITY FIRST**
Take responsibility for assigned tasks, action items, and meet reports. Reach out for support if obstacles arise.
8. **TRANSPARENT DECISIONS**
Ensure that decision-making is open, clear, and aligned with team goals, and that decisions are communicated effectively.
9. **CONFLICT RESOLUTION**
Approach disagreements with a problem-solving mindset, seeking resolutions that support the team and the organization's success.
10. **REGULAR UPDATES**
Provide frequent progress updates on ongoing initiatives, action items, and meet reports to keep everyone informed and engaged.
11. **FEEDBACK FOR GROWTH**
Welcome feedback to guide continuous improvements, ensuring we stay on track with our goals and adapt as necessary.

R.E.A.C.H. F.O.R.W.A.R.D.

R – Respectful Communication

E – Ensure Alignment with Strategic Goals

A – Accountability for Tasks

C – Constructive Feedback

H – Honour Confidentiality

F – Focus on Impact and KPIs

O – Ownership of Action Items

R – Regular Progress Updates

W – Work Together Through Conflict Resolution

A – Adaptation Through Feedback

R – Respectful Decision-Making Transparency

D – Deadline Adherence and Timely Action