

Collaborative Relationships: (Re)Defining Mutual Expectations

1. *What is the overall purpose of this relationship?*
2. *What specifically do you hope to accomplish by having this relationship?*
Consider benefits for both members of the group and any stakeholders outside the group.
 - Communication
 - Interaction
 - Tasks
 - Events
 - Products
 - Processes
 - Other outcomes
3. *Who can or should participate regularly in this group's meetings?*
 - Are there others who can or should *periodically* participate in meetings or provide feedback to guide the actions of this group?
 - Will leadership be assigned or rotated?
 - Who can bring issues to the group's attention through either the formal agenda or informal discussion?
4. *Who is expected to carry out which actions, and for whom?*
 - Logistical arrangements for convening meetings
 - Financial management
 - Communicating with group members or external stakeholders
 - Implementing new or revised service or support activities
5. *Who can invoke or alter these expectations? Under what circumstances?*
6. *How will decisions be made within the group?*
 - About the group
 - About group finances
 - About the group's service population or desired outcomes
 - About the group's joint or coordinated service or support activities
7. *How will resources be shared or allocated?*
8. *How will the group report on its activities, responsibilities, or progress?*
 - Content and format of information
 - Who collects the information?
 - Who prepares the information?
 - Who receives the information?
 - How can this information be used outside the group?
9. *How will the group evaluate its success?*