

# VILLAGE ACCOUNTABILITY GROUP

## Membership Guidelines

**Commitment:** This is not a drop-in event! This Accountability Group is for jobseekers who are willing and able to commit to the group, including weekly attendance at meetings and support of these guidelines. We rely on each other's presence and participation. We share an attitude that this is the most important appointment of the week.

**Purpose:** This group exists to help inspire and empower each other in the job search through effective goal-setting and personal accountability. We belong to the group because we want to be held accountable for doing the hard things every week that keep us progressing toward our goals.

**Membership:** Membership is limited to six and is by invitation only. Local members who reside in Chesterfield and other counties south of the James River receive a membership preference.

**Meetings:** We meet Monday mornings from 8:30 to 10:00 a.m. at Great Harvest Bread Company. We start and end on time. Membership and visits are by invitation only; the group is not promoted on MeetUp.

**Attendance:** Attendance is expected. We agree to attend weekly, except in unavoidable circumstances. If you have a last-minute change, please communicate this to the group before the meeting. Because commitment to weekly attendance is a key component of effective accountability groups, repeated absences for any reason may forfeit membership in the group.

**Agenda:** Meetings are informal, but structure keeps us on track and lets everyone participate. Generally, we expect our meetings to run like this:

- First 10 min: Icebreaker? If no one has an icebreaker in mind, we'll move right into reporting.
- Next hour: Member reports & resource exchange (aim for 10 min each).
- Last 20 min: Open discussion, mini-workshop, group business, announcements, etc.

**Reporting:** Members report progress on each prior goal and announce goals for the upcoming week. Please be realistic, specific, and concise – remember, we're not here to give an account of our entire week's activities, but instead to focus on the very specific goals we've challenged ourselves to achieve. (The form on the back of this page is a helpful guide but is not a requirement.)

**Mutual respect:** We value each other's viewpoints and respect each other's time. We limit our participation to concise, relevant, helpful comments to help set a positive, active tone that supports productivity and forward motion in the job search process.

**Visiting:** We schedule visits only when there is an actual opening in the group. When an opening occurs, group members will identify one or more candidates for membership and extend a personal invitation to visit to one person. At the first visit, the visitor will introduce him- or herself and receive a copy of these membership guidelines to consider. If invited for a second visit, the visitor will offer a report and participate fully in the second visit. If the visitor is not invited to join after the second visit, the group will continue the process until the open spot is filled.

**Joining:** After a second visit, the group will decide together whether to invite the visitor to join or to encourage the visitor to find a better fit in another group. When accepting the invitation to join, the new member must agree to these membership guidelines.

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Member Signature

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Date

*"It Takes a Village!"*

**Village Accountability Group  
Weekly Report**

**Name**  
**Date**

Goals from last week, ending _____		Status			
		Done	Help?	Reskd	Out
1					
2					
3					
4					
5					
6					

Goals for next week, ending _____	
1	
2	
3	
4	
5	
6	

**Help needed this week:**

**Help to share this week:**