

**Group Norms of Incourage Community Foundation  
Board of Directors**

*Adopted 02/22/11*

1. Everyone is present and on time
2. Begin and end on time
3. Honor commitment to attend meetings
4. If you aren't able to attend a meeting, inform the Chair of the Board and copy the President of Incourage and the President's Assistant
5. Come to meetings prepared and ready to participate
6. No cell phones in meetings
7. No side conversations
8. Be willing to listen and respect individual expertise or opinion
9. Be open, honest and concise in communication
10. Be willing to ask questions
11. Discussions are confidential
12. Discussion and decisions reflect Incourage's vision, mission and values
13. Have fun!

*As proposed by the Governance Committee 02/21/11*