

Family Meeting Structure Template

A structured, repeatable template for family meetings that build connection, voice, and communication skills.

Name: _____ Date: _____ Clinician: _____

Purpose: Regular family meetings create a structured, predictable space for connection, problem-solving, and celebration. They give children a voice and teach communication and democratic values. This template helps you run effective, age-appropriate family meetings.

FAMILY MEETING BASICS

Frequency	Weekly works well for most families — same time, same day if possible.
Duration	Keep it short: 15–20 minutes for younger children, up to 45 for teens.
Location	A comfortable, neutral space. No screens. Everyone present.
Rotating roles	Chairperson (facilitates), Secretary (takes notes), Encourager (offers positive feedback).
Ground rules	One person speaks at a time. No put-downs. Everyone gets heard. Decisions by agreement where possible.

MEETING AGENDA TEMPLATE

1. COMPLIMENTS & APPRECIATIONS (5 min)

Each person shares one compliment or appreciation for another family member:

2. REVIEW PREVIOUS DECISIONS (2 min)

Check in on anything decided last meeting:

3. AGENDA ITEMS (10–20 min)

Issues or topics submitted during the week:

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4. FAMILY FUN PLANNING (3 min)

Plan one fun activity together for the coming week:

5. CLOSE WITH AFFIRMATION (1 min)

End on a positive note — a cheer, a group hug, or a shared affirmation:
