

Holding a Family Meeting

WHAT TO DISCUSS

- Updates from healthcare providers
- Current and future caregiving needs
- Safety concerns
- Financial considerations
- Division of caregiving responsibilities
- Transportation and appointment support
- Emergency planning
- Emotional support for caregivers
- Long-term care options
- Communication expectations among family members

WHEN TO BRING IN HELP

If family conflict is preventing decisions from being made, communication repeatedly breaks down, there are ongoing disagreements about safety or care needs, one caregiver is feeling overwhelmed or unsupported, or when major medical or financial decisions need to be made quickly, outside professionals may help.

CONNECT WITH US:

 800-543-8312

 caregiveroc.org

A family meeting helps everyone involved in caregiving communicate openly, understand the situation, and develop a shared plan. These conversations can reduce confusion, prevent resentment, and help family members feel more connected and supported throughout the caregiving journey.

1

Prepare an agenda.

Creating a simple agenda ahead of time can help keep the conversation organized and productive. Sharing discussion topics before the meeting also gives family members time to think through concerns, questions, and possible solutions.

2

Choose the right setting and length.

Meet in a calm, neutral environment with minimal distractions. Shorter, structured meetings are often more effective than long, unplanned conversations.

3

Allow everyone to be heard.

Encouraging respectful communication and allowing everyone an opportunity to speak can reduce tension and improve collaboration. Using phrases like “I feel” or “I need” instead of “you messages” which can feel blame-based, can help keep the discussion constructive.

4

Focus on problem-solving.

Caregiving responsibilities do not have to fall entirely on one person. Family meetings can help identify practical ways each person can contribute based on their abilities, location, schedule, or financial resources.

5

Put agreements in writing.

Written summaries can reduce misunderstandings and help family members stay accountable.

6

Remember, this is an ongoing process.

Regular check-ins can help families adapt, adjust responsibilities, and continue supporting one another as caregiving needs evolve.