

## Meeting Roles and Responsibilities

The use of small groups requires several roles that can help group effectiveness. The roles are:

1. Leader
2. Facilitator
3. Timekeeper
4. Scribe
5. Presenter

Over time all members should have some experience in each role. Both during meetings and for on-the-job problem solving it's a good idea to make explicit role assignments. Think of it as making a contract with the assigned individuals to provide services to the team.

1. Leader: This is usually the person who has formal responsibility for the team. The leader works with the presenters and facilitator to plan and execute the agenda.
2. Facilitator: This role helps a group free itself from internal obstacles or difficulties so that it may pursue its objectives. The responsibility of the facilitator is to help the group focus its energy on a task by suggesting methods and procedures, protecting all members from attack, and making sure that everyone has an opportunity to participate. A facilitator may do some of the following;
  - a. Ask for facts, opinions, suggestions or any other information that will promote group discussion.
  - b. Allow time for silence for thinking.
  - c. Direct items to the parking lot.
  - d. Summarize major points and restate related themes or ideas
  - e. Establish relationships among different ideas
  - f. Compare group decisions and accomplishments with group goals and standards.
  - g. Encourage members to be open and to take risks.
  - h. Ask members to share their ideas about how the group is working
  - i. Facilitators often use 4 common skills to execute their role successfully: paraphrasing, summarizing, clarifying and questioning.
3. Timekeeper: This role monitors how long the group is taking to accomplish its tasks. They give regular updates to make group members aware of where they are in terms of time. They may ask the group to determine if they can do the work within the allotted time or if a change needs to be made.
4. Minute Taker or Scribe: The scribe is responsible for recording the group's ideas, decisions and recommendations. He or she maintains the "group memory".
5. Presenter: The presenter is the person "leading" the current topic or effort. The presenter usually works in concert with the Department Chair before and after the meeting to prepare and debrief.