

1. **AGENDA DEVELOPER**

DOES PRE-MEETING WORK:

- Uses agreed upon process to create agenda with group input
- Seeks agreement when priorities need to be set
- Distributes agenda document to participants and others
- Participates in meeting

2. **GROUP LEADER**

SERVES AS A RESOURCE:

- Participates as a group member
- May facilitate certain segments
- Clarifies issues from organization's viewpoint
- Serves as an information resource / content expert
- Delegates power as needed
- Works closely with agenda developer, is aware of member needs
- Introduces members, speakers
- Follows-up on action items

3. **FACILITATOR**

RUNS THE MEETING:

- Acts as a traffic cop during meeting
- Keeps in close communication with agenda developer
- Sets the tone; maintains or establishes norms w/group
- Is non-evaluative toward ideas
- Encourages participation
- Protects individuals & process
- Uses various group processes to accomplish the agenda
- Helps group seek solutions and common ground
- Keeps the meeting on track
- Acknowledges what is said
- Manages consensus, votes, etc.
- May change hats to participate

4. **PARTICIPANT**

DO THE WORK:

- May serve in another mtg. role
- Do the actual work in the mtg.
- Come prepared
- Often have assignments in between meetings

5. **RECORDER**

SERVES AS THE GROUP'S MEMORY:

- Documents important decisions and "to dos"
- Keeps track of relevant info and handouts
- Often distributes meeting record following the meeting
- Files copy in group's central file
- Participates in meeting

6. **TIMEKEEPER**

KEEPS US ON TRACK:

- Keeps track of time on each item
- Reminds group when time is not used as planned
- Signals group, as needed, of time available
- Participates in meeting

7. **PROCESS OBSERVER**

PROVIDES FEEDBACK:

- Watches group at work
- Notes the tasks accomplished and the process used
- Provides non-evaluative "mirror" for the group
- Participates in meeting

Not all meetings require these 7 roles.