

Roles for Effective Meetings

Facilitator

- Keeps the meeting moving
- Asks questions to clarify
- Summarizes what has been said and checks for understanding
- works to include all present in the conversation
- May or may not be the team leaders, depending on the leaders's self-diagnosed bias or emotional investment in the outcome

Scribe

- Takes notes at the meeting
- Serves as “task-tracker”—notifies who has volunteered for a task and makes a note of it, including a deadline
- Disseminates meeting notes/minutes to participants
- keeps copy of notes of historical purposes

Timekeeper

- Reminds speakers of their time constraints
- Has permission to (gently) interrupt if group/speaker is going over time allotted
- At the beginning of each portion of the meeting, the timekeeper may announce how much time is allotted for that portion

Process Observer

- Watches the interaction of the member of the group
- Will most often give a report at the end of the meeting, but has permission to interrupt if the process is not going well
- Reports of group functioning: did the group hear all sides of the issue: Were all members allowed to participate fully? Were conflicts handled in a constructive manner?

Other Possible Roles:

Reporter

Shares the essence of the group's discussion with the wider community

Task Tracker

Group may separate this role from the Scribe if the group has a lot of details and deadlines. May also be responsible for sending reminders.

