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”—notices 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 of 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.