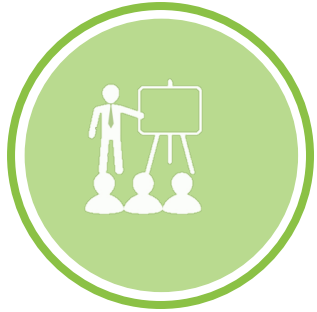


# Meeting Roles

Meeting Roles are useful in helping the team conduct an effective meeting. By assigning meeting roles, all members can play a part in the meeting, thus improving overall engagement. Some of the more common meeting goals are listed below.



**Leader/Facilitator**



**Scribe**



**Time Keeper**



**Presenter**



**Process Checker**

## The How

The Leader/Facilitator owns the “how”. Provides structure to the meeting by establishing group ground rules, introducing tools, facilitating decision making, and managing group dynamics.

## The What

The group participants drive the “what” of the meeting. Participants own the discussion, decisions made, tasks, and outcomes of the meeting

<b>Leader/ Facilitator</b>	<ul style="list-style-type: none"><li>• Guides the group’s activities</li><li>• Ensures all group members participate</li><li>• Focuses the group</li><li>• Promotes discussion and dialogue</li></ul>
<b>Scribe</b>	<ul style="list-style-type: none"><li>• Records ideas, action items, parking lot topics, and/or minutes</li><li>• When a flip chart is used, ensures charts are labeled, legible, and clear</li></ul>
<b>Time Keeper</b>	<ul style="list-style-type: none"><li>• Leads initial discussion to allocate time to agenda items</li><li>• Monitors agreed-upon time frames</li><li>• Keeps the agenda moving</li><li>• Provides updates on time remaining</li></ul>
<b>Presenter</b>	<ul style="list-style-type: none"><li>• Leads presentation of group’s work</li></ul>
<b>Process Checker</b>	<ul style="list-style-type: none"><li>• Ensures the agreed-upon process is being used</li><li>• Suggests techniques to help the group achieve goals</li><li>• Helps the group apply tools correctly</li><li>• Facilitates reminders of the ground rules and identifies topics for parking lot</li></ul>