

Team Roles

The following roles should be assigned for each meeting. These roles are additional to the roles each person plays. You should rotate the roles among team members. Note that there is no assigned leader, rather, various leaders will emerge at different phases and change over time.

Coordinator: Schedule and manage the meeting. Keep the meeting focused and in order. Get through agenda. The agenda can be set by the coordinator and emailed to team members prior to the meeting. Or, the team can set the agenda at the end of each meeting for the next meeting.

Timekeeper: Make sure that the team stays within agreed upon time frames. Work with the coordinator to help the team get through the agenda. If the agenda is provided ahead of time, the timekeeper can set a specified time frame for each point on the agenda. This will help the team meetings to stay on track.

Recorder: note-taker for the meeting. Keeps note of decisions (especially decisions as to who will do what before the next meeting). The recorder should type up the notes and email them to all team members.

Facilitator: Observe the team process and provide feedback on how the team can improve its functioning. Ensure quieter members of the group are heard and that everyone's contributions are acknowledged. Ensure that team members are contributing equally and not dominated by one person. Can be more than 1 facilitator if there are more than 4 group members.