

Roles in Meetings

Role	Primary Focus	Responsibilities	Type of person	Interpersonal Behaviours
Leader	Goal	<ul style="list-style-type: none"> • Leads search for diversity and consensus • Leads group to achieving the desired outcomes 	“Doer”	<ul style="list-style-type: none"> ◇ Information giving ◇ Information seeking ◇ Summarizing ◇ Consensus testing
Primary Facilitator	Group	<ul style="list-style-type: none"> • Balances participation • Encourages use of appropriate IPB • May code IPB 	“Carer”	<ul style="list-style-type: none"> ◇ Gate Opening ◇ Gate Closing ◇ Group Maintenance ◇ Behaviours
Process Guide	Path	<ul style="list-style-type: none"> • Keeps the group on process track • Identifies tools and techniques to use to help the group achieve goals • Helps the group to effectively apply tools 	“Thinker”	<ul style="list-style-type: none"> ◇ Information Giving ◇ Summarizing ◇ Consensus Testing
Timekeeper	Time	<ul style="list-style-type: none"> • Monitors agreed-upon time frames • Gives updates on use of time • Leads re-negotiation of time frames 	“Doer”	<ul style="list-style-type: none"> ◇ Information Giving ◇ Information Seeking
Scribe	Record	<ul style="list-style-type: none"> • Records ideas verbatim • Makes sure flipcharts are labeled and clear • May code IPB 	“Thinker”	<ul style="list-style-type: none"> ◇ Testing ◇ Comprehension
Presenter	Information Sharing	<ul style="list-style-type: none"> • Leads presentation of group’s work to other groups 	“Thinker”	<ul style="list-style-type: none"> ◇ Information Giving ◇ Testing ◇ Comprehension
Secondary Facilitators	Desired Outcome(s)	<ul style="list-style-type: none"> • Help keep focused on desired outcomes and appropriate IPB 	“All”	<ul style="list-style-type: none"> ◇ All