

Meeting Roles and Responsibilities

There are five distinctive roles in an interactive meeting. This method is most effective for the following types of situations: Complex problem solving; generating a lot of information; high conflict situations; larger groups; meetings in which the leader has a vested interest in the outcome. (Source: Interaction Associates, Inc., Managing Meeting for Results)

LEADER

- Sets agenda/logistics
- Guides and motivates
- Coaches/consults
- Solicits consensus
- Counsels
- Pushes for closure
- Opens meeting
- Empowers
- Participates
- Listens
- Assures accountability
- Tracks Commitments made

FACILITATOR

- Encourages/makes sure all can participate
- Keeps meeting on course
- Objectively guides
- Focuses on process
- Defends others from attack/ridicule

PARTICIPANT

- Listens
- Analyzes
- Makes/fulfill commitments
- Helps keep meeting on course
- Keeps eye on recorder's accuracy
- Defends others from attack/ridicule
- Participates freely
- Responds
- Helps facilitator maintain objectivity
- Helps maintain teamwork
- Respects and empowers all members of the group

RECORDER

- Records basic ideas
- Supports facilitator
- Produces minutes
- Gets clarification when necessary
- Reviews
- Updates members who missed meetings

TIMEKEEPER

- Starts meeting on time
- Ensure sufficient time for each item on the agenda
- Close meeting at agreed upon time
- Assure each item adheres to allocated time