Assigning Roles for Effective Meetings

In effective meetings, every participant has a purpose for attending. To help keep the meeting running smoothly, promote engagement among your participants, and prevent the temptation for side distractions assign the following roles before and during the meeting. *Depending on the meeting purpose, you may not need to all 7 roles.*

1. AGENDA DEVLEOPER—*Does Pre-Meeting Work*

- Uses agreed upon process to create agenda with group input
- Seeks agreement when priorities need to be set
- Distributes agenda document to participants and others
- Participates in meeting

2. GROUP LEADER—*Serves as a Resource*

- Participates as a group member
- May facilitate certain segments
- Clarifies issues from organization's viewpoint
- Serves as an information resource / content expert
- Delegates power as needed
- Works closely with agenda developer, is aware of member needs
- Introduces members, speakers
- Follows-up on action items

3. FACILITATOR—*Runs the Meeting*

- Acts as a traffic cop during meeting
- Keeps in close communication with agenda developer
- Sets the tone; maintains or establishes norms w/group
- Is non-evaluative toward ideas
- Encourages participation
- Protects individuals & process
- Uses various group processes to accomplish the agenda
- Helps group seek solutions and common ground
- Keeps the meeting on track
- Acknowledges what is said
- Manages consensus, votes, etc.
- May change hats to participate

4. PARTICIPANT—*Do the Work*

- May serve in another mtg. role
- Do the actual work in the mtg.
- Come prepared
- Often have assignments in between meetings

5. RECORDER—*Serves as the Group's Memory*

- Documents important decisions and "to dos"
- Keeps track of relevant info and handouts
- Often distributes meeting record following the meeting
- Files copy in group's central file
- Participates in meeting

6. TIMEKEEPER—*Keeps Us on Track*

- Keeps track of time on each item
- Reminds group when time is not used as planned
- Signals group, as needed, of time available
- Participates in meeting

7. PROCESS OBSERVER—*Provides Feedback*

- Watches group at work
- Notes the tasks accomplished and the process used
- Provides non-evaluative "mirror" for the group
- Participates in meeting

About the Conflict Resolution Program

The Conflict Resolution Program (CRP), part of the University of Delaware's Institute for Public Administration (IPA) is a resource dedicated to supporting transformational and organizational change in nonprofit, public, government, and educational settings. This is done primarily through teaching and promoting effective communication, collaborative problem-solving, and conflict resolution.

To learn more about our work, visit https://www.bidenschool.udel.edu/ipa/serving-delaware/crp

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