

ROLES IN A GROUP

It is a good idea to allocate the three most important roles in a group, so it operates more efficiently.

The group may decide to rotate these roles around group members, which gives each member the experience of taking at least one of the roles.

LEADER

- facilitates (runs) the meeting
- keeps the meeting on track, making sure that the group sticks to the agenda
- encourages everyone to contribute to group discussions
- summarises where group are up to as work progresses
- when necessary, enforces the ground rules

SECRETARY

- takes notes (minutes) of the meeting, including decisions taken; for example, actions to be taken, who will do them, and the deadlines
- writes up the notes of the meeting as soon as possible after the meeting, and distributes them to group members

TIMEKEEPER

- keeps an eye on the time during the meeting, and prompts the leader if necessary
- if the ground rules limit the time an individual can speak for, keeps an eye on this