

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
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FACILITATOR

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

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