



# GROUP ROLES

To make sure your group meetings run smoothly, you may want to rotate the following duties. Often, especially in smaller groups, these duties are combined, and one person may even be taking on all these roles. However, each one can be a lot of work & so you'll probably want to have a different person doing each one.

## FACILITATOR

See the Facilitation Page for info on what the facilitator does.

## VIBE WATCHER

The vibe-watcher notes how people are feeling during the meeting – over-emotional, angry, upset, uncomfortable, etc – and deals with these feelings as needed. E.g., the vibe-watcher could suggest a time-out if things get too emotional or an energizer if people are getting restless.

## TIME KEEPER

The time-keeper watches the time to make sure that all the agenda items get discussed within the meeting time & that you don't go overtime.

## MINUTE TAKER

The minute-taker records everything that goes on in the meeting. Generally, a minute-taker should follow these general guidelines:

- Record the date, time and location of the meeting
- Note down who came to the meeting and pass around a sign-in sheet if you don't know everyone
- Try to be as brief and clear as possible
- For long discussions/debates, only summarize the main points and the final outcome/decision
- Write down actions that the group has agreed to take & who will be taking them
- Also record agenda items for the next meeting based on what the group decides, what updates are needed and any items that you weren't able to discuss
- Make sure everyone sees a copy of the minutes: email them out to everyone and/or have copies available at the next meeting
- Always ask the rest of the group if they see anything missing or any errors in the minutes
- Keep all meeting minutes in a folder for your records