

Facilitator

The facilitator makes sure that all concerns and opinions are voiced and that topics are discussed thoroughly, yet watches out for “birdwalkers” (those who love to wander out on a limb). Good facilitators are able to “read” people and sense the unspoken messages that individuals often convey in their facial expressions, emotions, or behavior.

Timekeeper

The timekeeper makes sure that the topics of discussion are addressed within the designated meeting time.

Reporter

The reporter is responsible for reporting to the large group verbally.

Recorder

The recorder keeps the “memory” of the group and is responsible for posting the record of discussion (Using chart paper when necessary).