Team Roles and Responsibilities

Leader

The Team Leader is responsible for moving the team to accomplish its meeting tasks. The Leader should ensure an environment that helps the team get the work done. The Leader does not have to be the principal on your team.

Facilitator

The Team Facilitator makes things happen with ease. The Team Facilitator helps the group with the process, with the "how" decisions, and with digging deeper for information.

Recorder

The Team Recorder is responsible for writing down the team's key points, ideas, process, and decisions recording only the facts and avoiding editorializing. Prior to each meeting the Recorder should review the agenda for action items. After each meeting the Recorder should send meeting minutes to all team members.

Data Profiler

The Data Profiler collects, organizes, and keeps the current data information relating to the needs of the project. The Data Profiler assists in interpreting and analyzing the data and shares data through graphs, displays, and reports to all stakeholders.

Time Keeper

The Timekeeper monitors how long the team is taking to accomplish its tasks and provides regular updates to the team on how well or how poorly they are using their time. If time becomes an issue the timekeeper will collaborate with the team to determine new time schedules and if the agenda needs to be adjusted.

Team Member

Team Members don't have specific responsibilities at the meeting, but fulfill duties between meetings; their participation is critical to the team's success. Team members must agree to: Be enthusiastic and committed to the team's purpose, Be honest and keep any confidential information behind closed doors, and Fulfill duties between meeting.

Team Roles and Responsibility adapted from www.didp.gov. Also search for Tuckman's Stages of Group Development for Forming, Storming, Norming, and Performing stages.

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