

Teamwork Roles

Facilitator:	Make sure your group reads all the way through the instructions for activities. Check for understanding of the purpose and the process of the activity. Keep your group on task. Redirect off-task conversation back to the activity. Guide large group discussions. Make sure everyone is heard and seek multiple perspectives from team members. Make sure everyone's ideas are heard. <i>"Did anyone see it a different way? Are we ready to move on?"</i> Be sure everyone can explain the group's work. Clarify, with institute leaders, any areas of confusion for your group.
Recorder/Reporter:	Document your team's work during activities and discussions. If teams are asked to share their work with the large group you will make your team's report. Representations of your team's work need to show everyone's ideas, be well-organized, and communicate your team's thinking. <i>"How do we want to show that idea?"</i>
Resource Manager:	Get materials for your team. Make sure each team member has the necessary materials for each activity. Connect with your team's key contact on the Friday before each session to determine what materials will be necessary for the upcoming session. Either make copies of session materials for your group or distribute this responsibility to each team member.
Time Keeper:	Keep all team members working within the time limits of the activity. Activities are often purposefully timed and your team's success will depend on managing time productively.
Key Contact:	Maintain contact with the Center for Community Engage (CCE). Read all email from the CCE. The main reminder email will arrive on the last Thursday of the month. This email will have all the information for the upcoming institute session. Disseminate information from the CCE to all team members. Report lunch count to the CCE on the Tuesday before the institute session.

Participation Monitor: Monitor your team members' participation in institute activities. Ensure productive participation for each team member. Monitor access to the floor, make sure no one dominates the time or attention of the group and ensure all team members have the opportunity to fully participate. You are also responsible for arranging any necessary meetings or other forms of work between institute sessions.

