

Roles

WHO DOES WHAT?

Roles - Introduction

This short lesson covers the main roles in a meeting.

You will see these terms in the following lessons.

These are:

- chair/facilitator
- minute-taker
- participant

Chair/Facilitator/Leader

This used to be called the chairman or chairwoman.

A modern gender-neutral name is simply 'chair', 'facilitator' or 'leader'.

The chair is arguably the most important person in the meeting.

Depending on the company, some chair functions might be assigned to other people (timekeeper, gatekeeper).

The chair has to:

- start the meeting
- keep everyone on track (timekeeper, gatekeeper)
- give everyone the opportunity to contribute
- make decisions
- assign further actions
- set the time and date of the next meeting
- end the meeting

Taking The Minutes

Often the role that nobody wants.

Sometimes called the scribe or recorder.

But also one of the more important roles in a meeting.

This enables participants to concentrate on the meeting and not on their own note-taking.

Ideally, the recorder will have some knowledge of the meeting subject.

The scribe has to:

- stay alert for the whole meeting
- summarise the points accurately
- provide a written account of the meeting
- note further actions, next steps (who, what, when)
- distribute the minutes promptly after the meeting

Participant

A meeting would not be complete without participants.

Participants are expected to:

- keep quite and listen to the presenter
- try to stay awake
- keep off the phone
- give opinions when asked