**GROUP ROLES AND RESPONSIBILITIES**

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| --- | --- | --- |
| **groups** | **roles** | **Responsibilities** |
|  |  |  |
|  | LEADER | * Schedules and organizes meeting * Manages discussions * Assigns tasks * Ensures effective and efficient meeting |
|  | SECRETARY/typist | * Takes notes * Summarizes group meetings * Records decisions * Distributes feedback/information to group members |
|  | presenter | * Presents researched information * Encourages questions * Comments on what was presented |
|  | VIBES MASTER | * Encourages participation * Praises members’ efforts * Keeps the group energized and ready to work |
|  |  |  |

GROUP CONTACTS, ROLES AND RESPONSIBILITIES

|  |  |  |
| --- | --- | --- |
| **CONTACTS** | **MEMBERS & role** | **Responsibilities** |
| GMAIL AND WHATSAPP # |  |  |
|  | LEADER | * Schedules and organizes meetings * Manages discussions * Assigns tasks * Ensures effective and efficient meeting |
|  | SECRETARY/typist | * Takes notes * Summarizes group meetings * Records decisions * Distributes feedback and other information to group members |
|  | presenter | * Presents researched information * Encourages questions * Comments on what was presented |
|  | VIBES MASTER | * Encourages participation * Praises members’ efforts * Keeps the group energized and ready to work |
|  |  |  |