

Facilitator

- Your job is to present the topic and keep the session moving forward
- Attempt to be neutral and fair as you guide the session
- If you want to be a major participant in the discussion, hand off the facilitator duties to another person
- If you have any time guidelines, give them to the timekeeper
- Pay attention to people's emotions and signals and respond to them

Note-Take

- Your job is to record important points, conclusions, resources, ect.
- You will make your notes available to everyone in attendance via agreed upon methods.

Timekeeper

- Your job is to keep people aware of time and help them use it productively.
- You need to be aware of when the session is ending and will need to alert people 15, 10, and 5 minutes before the session is over.
- You will need to be aware of activity time lengths. You will need to warn people when activities get close to finishing.

Gatekeeper

- Your job is to keep the discussion productive
- This is an uncomfortable job for most people, don't take it if you're not okay with it
- Periodically step into the discussion and poll people who haven't spoken in a while or yet
- Politely interrupt people who have been talking too long
- Redirect discussion back on-topic if it gets derailed
- Changing the topic is fine as long as most people agree with it

This was inspired by the [Ada Initiative Role Cards](#)