

Meeting Makeovers: ROLES

Running a meeting doesn't have to be a job for just one person. Assigning some **Key Roles** can help to engage and empower others on the team, to keep things running efficiently.

Below are the 4 roles that are key to a successful meeting.

LEADER

This person runs the meeting and takes responsibility for the content delivered. The **Leader** may lead the whole meeting or ask others to lead a part or all of the meeting. This may or may not be the highest-ranking person at the meeting. Often, a manager or leader will delegate this role to someone on their team.

The Leader is also typically responsible for setting the expectations and the agenda.

NOTETAKER

This person takes notes during the meeting and is responsible for sending them out to the team after the meeting. Be sure to empower the **Notetaker** to speak up if s/he missed a key piece of information or needs clarification on something.

HERDER

This person makes sure to keep the discussions within a topic, on topic. When agenda items go off track, the **Herder** is empowered to let team members know that s/he will add the item to the Parking Lot, for review at another time.

TIMEKEEPER

The **Timekeeper** makes sure that each section of the agenda stays within its allotted time and is empowered and willing to speak up and alert the group when they need to get back on schedule or when they are getting close to the end of the meeting.

NOTE: There is an additional role that's often added to larger teams or executive meetings and that is the role of the facilitator. **The Facilitator** is responsible for the overall process of the meeting and keeping things moving, which allows the Leader to fully participate in the meeting. This person is not typically involved in the meeting *content* but instead, to keep the members of the team in dialogue and focused on creating success.

Studies have shown that meeting success goes up as more people participate. **Consider adding these roles to your meetings and then talk with the team about who would like to fill which role.**