

Meeting Roles and Responsibilities Ohio Arts Council

Depending on the type of meeting you are having, you may not need all of these people to be involved. It is always helpful to have a recorder so that the meeting leader can concentrate on leading the discussion.

Meeting Leader or Co-Leaders	Facilitator
<ul style="list-style-type: none"> • Establish meeting objectives and agendas • Designate the person who will be responsible for the overall direction of the meeting. • Start the meeting on time. • Provide instructions, summarize meeting objectives and agenda items, and define roles and responsibilities. • Facilitate or work with a facilitator to ensure the meeting agenda is followed in a timely manner. • Participate as a group member. • Summarize key decisions and actions. 	<ul style="list-style-type: none"> • Coordinate with leaders and get any needed background/preparatory information. • Review planned agenda and action items. • Review meeting ground rules. • Manage how people work and communicate in the meeting. • Focus the group. • Monitor participation. • Evaluate effectiveness of process and suggest alternatives as necessary. • Protect people from “attack” and deal with problem people. • Remain neutral at all times, particularly during disagreements.
Meeting Participants	Recorder (Person Taking Notes)
<ul style="list-style-type: none"> • Review agenda and other meeting materials prior to attending the meeting. • Know purpose of meeting ahead of time and do “homework” to prepare. • Confirm attendance and designate an alternate if you can not attend. • Attend meeting on time and participate in a timely manner. • Keep an open mind, avoid premature judgment and try to understand different perspectives. • Provide technical input when necessary. • Speak up and share useful ideas. • Help the facilitator eliminate distractions and encourage active involvement. • Support ground rules and other meeting guidelines. • Volunteer for tasks only if capable of following through. • Agree to participate in consensus-building exercises. 	<ul style="list-style-type: none"> • Keep track of important information throughout the meeting, prepare flip charts and other necessary visual aids during the meeting, and prepare post-meeting summaries and action items. • Capture ideas visually without editing or paraphrasing. • Check to ensure that appropriate information has been recorded; obtain clarification from a meeting participant if necessary. • Help leader and facilitator keep track of information.

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