

Goal • Identify roles for your group project or activity using this list as a guide.

Introduction

When assigned a group project, you and your group may want to select roles with specific responsibilities. This is an effective way to organize your work so that group members each do an equal share and work gets done on time. The table below provides descriptions of different roles that group members could take.

Your project may not need all the roles. If there are more roles than people, one person can take more than one role, as long as she or he is prepared to carry the responsibilities.

What to Do

- Read the group roles and responsibilities, then decide which group member will take the job.
- Write that member's name in the space provided.

Group Member	Role	Responsibilities
	Time Keeper	Encourage group to keep track of time so that each task is done and due dates are met.
	Recorder	Records ideas or answers for the group report.
	Coach	Gives positive recognition and encourages members to get their work done.
	Materials Handler	Gets materials and resources for project and keeps them in good condition for use.
	Co-ordinator	Keeps track of and remind members of their responsibilities. Is also spokesperson for the group.
	Energizer	Livens up a group that is feeling down.
	Clarifier	Reads and explains details and directions.
	Peace Keeper	Ensures that each member participates, that no one person dominates, and that meetings are calm.
	Opinion Seeker	Ask group members to express their ideas.
	Verifier	Verifies that everyone understands and agrees with group answers.

