

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

Introduction

The table below lists different roles that group members can 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 each job.
- Write that member's name in the space provided.

Group Member	Role	Responsibilities
	Time Keeper	Encourages 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 feedback 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	Checks that everyone understands and agrees with group answers.

