

Roles and ground rules

The kinds of roles you have will depend on whether or not you are going to have a lot of meetings, the number of members in your group and the tasks required.

- Members may have one role in meetings and another for the task.
- Try not to have one person doing everything concerning meetings.



Some possible roles	Responsibilities
Leader or chair	Gives direction during a meeting. Sets the agenda. <ul style="list-style-type: none"> • You can rotate this role among group members.
Timekeeper	Keeps things within time limits. Can arrange meetings. Notifies deadlines.
Note taker	Keeps track of decisions made in a meeting. Sends a note of these out after meetings.
Finisher	Collates the final assignment. Might arrange a rehearsal, order equipment or pull together a report.

Rules: Agreeing a few ground rules can help encourage everyone to stay focused.



Top tips for meetings

1: Short: Meetings should be as short and productive as possible.

2: Agenda: Structure meetings with a simple clear list – if possible circulate this before the meeting.

3: Notes: Email out a list of decisions and who is doing what promptly afterwards.



Ground rules:



- *Start and end on time*
- *Raise hand before speaking*
- *3 minutes each*
- *Criticise ideas not people*
- *Social chat after*

Try to involve everyone in the group discussion. Invite people in with a question.

If things get tense, get everyone to have a break and come back to it ten minutes later.

Get everyone to write down their points as bullet points so everyone's position is clear.