

Roles for an Effective Meeting



Leader – the person responsible to deliver the project/initiative/result; recognized as the leader by the organization; usually convenes the meeting



Facilitator – keeps the meeting on track (e.g. leads process, keeps group focused on the topic, time keeper); helps ensure participants are actively engaged



Note Taker – records critical information to share after the meeting (e.g. key decision made, agreed to next steps)



Participant – chosen for their skills, knowledge and experience; come prepared to engage in meeting objectives; active attendees at a meeting