



# Roles and Responsibilities



*How to assign roles and responsibility and reflect on your meeting.*

## Checklist

- Establish a clear schedule and make sure that everybody knows their responsibilities.

For each point it should be clarified:

Who is responsible?

How is it done?

How are decisions made?

How are the participants involved?

- To facilitate a smooth process and guarantee responsibilities it is useful to assign roles for each member of your facilitation team.

Typical roles include

Presenter,

Moderator,

Recording manager,

Tech Support.

- Meet in advance to go over the agenda and make sure everyone is aware of their task. This is a good opportunity to clarify any final questions.
- After the meeting make sure to reflect on your meeting: was everything going according to the plan? did you feel comfortable in your role during the meeting? what could we do better next time?

### Climate relevance

In order to be able to tackle problems more efficiently, it is important that everything runs smoothly in your meetings and that everyone is aware of their tasks.

