## Handout: Traditional Team Roles

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| **Role** | **Responsibilities** |
| **Team Leader** | * Moves the team to accomplish its task * Provides an environment conducive to getting the work done (location, resources) * Communicates with the team |
| Team Facilitator  Keeps Everybody On Track | * Makes things happen with ease * Helps the group with the process * Enables the group to produce the "how" decisions   Note: Facilitators may be non-members of the team, or can be members, often rotating in the role |
| Team Recorder  Keeps Notes, Documents Decisions | * Writes down the team's key points, ideas and decisions * Documents the team's process, discussions, and decisions. |
| Time Keeper  Responsible for timing | * Monitors how long the team is taking to accomplish its tasks. * Provides regular updates to the team on how well or poorly they are using their time. * Collaborates with the team leader, facilitator and others to determine new time schedules if the agenda has to be adjusted |
| Team Members Everyone Else! | * Display enthusiasm and commitment to the team's purpose * Behave honestly and maintain confidential information behind closed doors * Share responsibility to rotate through other team roles * Share knowledge and expertise and not withhold information * Ask questions * Respect the opinions and positions of others on the team, even if the person has an opposing view or different opinion |