

Meeting Leading—Role Clarity

The purpose of this tool is to provide the group with knowledge about the functional roles of people in a participative meeting and to demonstrate the interactive processes that are involved in meetings.

The following two important concepts are present in every meeting.

1. **Content:** This refers to the subject matter, outcome, or purpose for the meeting.
2. **Process:** This refers to the way we discuss the content and accomplish the outcomes of the meeting.

In all meetings, information is exchanged by at least two mechanisms: (1) *what* is being said (content) and (2) *how* it is being said (process).

Because it is difficult for one person to effectively facilitate a participative, interactive meeting, it is useful to assign the following roles.

- **Leader or facilitator:** The primary responsibility of this role is to guide the meeting's focus (content) and ensure that discussions stay on track. The leader or facilitator supports the group in working collaboratively toward achieving its objectives while fostering an inclusive and engaging environment that encourages active participation from all team members.
- **Resource person:** This role is focused on supporting the processes and dynamics of the meeting. The resource person participates in the meeting's preparation, monitors the group's energy and engagement throughout, and ensures that discussions remain aligned with the intended outcomes. If necessary, the resource person may intervene to refocus the group if it strays from its purpose. Additionally, the resource person plays a key role in promoting an inclusive environment by ensuring that all participants have an equal opportunity to contribute.
- **Scribe:** The scribe is responsible for documenting the group's discussions and decisions, serving as the memory collector of the meeting. This role involves actively listening to capture the content accurately, without interpretation or filtering. Clear and concise writing is essential, particularly when ideas are recorded on charts or visually displayed. If needed, the scribe ensures that ideas are captured correctly by confirming with the group, maintaining accuracy throughout the meeting.
- **Participants:** Participants are responsible for contributing relevant insights, ideas, and experiences that support the purpose and desired outcomes of the meeting. This role involves actively engaging in discussions while adhering to the group norms or working agreements, ensuring respectful and constructive participation. By doing so, participants help foster a positive environment that contributes to the success of the meeting's objectives.

The following image illustrates how these roles come together to ensure high-level collaboration. Within that collaboration, delineation of role responsibilities ensures a successful and productive meeting.

