Along with your individual group tasks, **EACH MEMBER** is expected to...

* support the work of the team
* contribute ideas about content and process
* listen carefully to others
* build on others' ideas
* help move the team to its goal
* keep on task
* maintain a positive attitude
* clean up when the activity is completed

**Tasks/Roles**

**The Facilitator...**

* provides leadership and direction for the group.
* leads discussions.
* suggests solutions to team problems.
* helps members clarify points.
* protects members from attack.
* makes sure that every voice is heard.
* focuses work around the learning task.
* says, "Let's hear from\_\_\_\_\_next."
* says, "That's interesting, but let's get back to our task."

**The Recorder...**

* keeps a public record of the team's ideas and progress.
* checks to be sure that ideas are clear and accurate.
* uses charts, multiple colors, and other techniques to highlight and summarize the ideas of the team.
* says, "I think I heard you say\_\_\_\_\_; is that right?"
* says, "How would you like me to write this?"

**The Summarizer...**

* restates the group's conclusions and responses.
* prepares a summary of the group's efforts.
* checks for clarity of understanding.
* says, "Does this accurately reflect what we've done today?"
* says, "Have I left out anything important here?"

**The Presenter...**

* regularly contributes to the team's efforts.
* presents the group's finished work to the class.
* says, "How would you like this to sound?"
* says, "How much of what we discussed should be shared with the class?"

**The Checker**

* keeps track of the group’s progress toward its goals
* gets and returns supplies and materials
* monitors time and helps to keep the group on task.