

## Group Work Roles

Groups can benefit from having agreed roles in order to provide structure and direction. You can play to a team's strengths by allocating roles to individuals most suited to tasks, challenge people to take on a role less familiar to them or rotate responsibilities on a meeting by meeting basis to ensure everyone has the opportunity to perform each role.

Below are just some examples of the roles you take in a group.

### **Chair**

Keeps meetings focused and ensures everyone has chance to speak.

### **Secretary**

Records key decisions, deadlines and responsibilities

### **Sceptic**

Questions the decisions of the group to ensure they are well thought-out. This should be done in a constructive and measured way.

### **Harmonizer**

Ensures the group is working well by trying to build consensus and reconcile disagreements.