

# RCI's Meeting Roles and Responsibilities

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## Members

- Be there – on time.
- Come prepared to participate.
- Actively participate.
- Listen to others.
- Own their perspective and be ready to share it constructively.
- Be open to alternative perspectives.
- Follow-through on commitments.
- Follow the ground rules developed by the group.
- Stay focused on the topic being discussed by the group.

## Leader

- Develops the meeting agenda (in concert with the group).
- Convenes the meeting on time.
- Defines desired outcomes for the meeting and each agenda item.
- Sticks to the start and end times.
- Assigns meeting management roles as appropriate (e.g., facilitator, note taker, timekeeper, and flipchart recorder)
- Leads the group through the agenda.
- Focuses on *content*.
- “Calls the question” and tests for consensus.
- Brings closure to each agenda item.
- Summarizes proposed actions and decisions.
- Reviews “To Do” tasks and assignments.
- Identifies unfinished business/issues.

## Facilitator

- Supports the leader in achieving meeting outcomes.
- Focuses on *process*.
- Offers methods, tools, and techniques for moving the group forward.
- Encourages open discussion of issues.
- Seeks consensus where possible.
- Pays attention to and balances levels of participation.
- Monitors interpersonal relationships and behaviors during the meeting.
- Focuses on building community.
- Explores underlying interests when conflict or disagreement emerges.
- Helps sustain *dialogue*.
- Slows things down to facilitate listening/understanding.
- Assesses meeting *process* effectiveness.

## Meeting Notes Recorder

- Accurately captures summary decisions and actions of the group.
- Verifies accuracy by sharing the summary notes and asking the group for accuracy.
- Identifies unresolved issues for each agenda topic.
- Notes whether or not consensus was achieved and, if not, areas where there is full agreement, consensus (at least 70% comfort level by all), and disagreement.
- Distributes notes to group members.