

## **Role Description**

### **Facilitator, Recorder, Reporter, Participant**

As a member of the Enrollment and Capacity Management Advisory Committee, you may be asked to serve in one of these roles during small group discussions.

#### **Facilitator**

- ✓ keep the team focused on the assignment
- ✓ ensure that all voices are heard
- ✓ confirm task closure

#### **Recorder**

- ✓ record table team work as agreed to by table participants
- ✓ write legibly avoiding acronyms where possible

#### **Reporter**

- ✓ report the table team's work as recorded
- ✓ add contextual commentary as necessary for understanding

#### **Earnest Participant**

- ✓ focus on the assignment
- ✓ avoid side conversations
- ✓ record side questions for the entire task force (end of meeting)