

## Meeting Roles and Responsibilities Guide

Clear roles help meetings run smoothly, stay focused, and end with concrete results. This guide defines the key responsibilities of everyone involved in a meeting, from chairing to note-taking, so that discussions remain structured and productive.

---

### 1. Chair or Facilitator

**Primary Purpose:** To lead the meeting and ensure objectives are achieved.

**Responsibilities:**

- ☐ Set a clear agenda and share it in advance.
- ☐ Start and end the meeting on time.
- ☐ Keep discussion focused on outcomes.
- ☐ Manage participation so all voices are heard.
- ☐ Handle conflict or off-topic comments constructively.
- ☐ Summarise key points and confirm decisions before moving on.
- ☐ Review and approve the final summary or minutes.

**Tip:** A good chair guides discussion without dominating it. Their role is to keep the meeting productive, not to make every decision.

---

### 2. Timekeeper

**Primary Purpose:** To manage time effectively and keep the meeting on track.

**Responsibilities:**

- ☐ Monitor the agenda and signal when time limits are reached.
- ☐ Give gentle reminders to keep discussions moving.
- ☐ Ensure that each agenda item receives fair attention.
- ☐ Help the chair decide when to park or defer topics.
- ☐ Record actual meeting duration versus planned time.

**Tip:** A strong timekeeper protects both focus and energy. Meetings that run to time are more likely to stay positive and purposeful.

### 3. Note-Taker or Recorder

**Primary Purpose:** To document key points, actions, and decisions clearly.

**Responsibilities:**

- ☐ Record attendance and apologies.
- ☐ Capture key discussion points and agreements.
- ☐ Note who owns each action and its due date.
- ☐ Summarise decisions concisely without excessive detail.
- ☐ Share draft notes or minutes within 24 hours.
- ☐ Ensure final notes are stored in a shared location.

**Tip:** Meeting notes should tell the story of what was agreed, not what was said. Keep them short and actionable.

---

### 4. Participants

**Primary Purpose:** To contribute actively, respectfully, and constructively to meeting objectives.

**Responsibilities:**

- ☐ Arrive prepared, having reviewed agenda and materials.
- ☐ Participate fully without dominating discussion.
- ☐ Stay focused and avoid multitasking.
- ☐ Raise relevant points clearly and respectfully.
- ☐ Support decisions even if not personally in agreement.
- ☐ Complete assigned actions by agreed deadlines.

**Tip:** Effective meetings depend on engaged participants. Everyone shares responsibility for focus and outcomes.

---

### 5. Action Owners

**Primary Purpose:** To deliver on the commitments made during meetings.

**Responsibilities:**

- ☐ Understand clearly what is expected and by when.
- ☐ Communicate progress between meetings.
- ☐ Flag delays or challenges early.
- ☐ Provide updates at the next review.
- ☐ Close out actions with evidence or outcomes recorded.

**Tip:** Actions lose impact without follow-through. Clear ownership ensures discussions lead to measurable results.

## **6. Optional Roles (for larger or complex meetings)**

### **Subject Matter Expert (SME):**

Provides specialist knowledge to inform discussion or decision-making.

### **Observer:**

Attends to learn or monitor without contributing to decisions.

### **Technical Support:**

Manages online tools, presentations, and recordings for virtual meetings.

**Tip:** Assign optional roles only when necessary. Simpler meetings with fewer roles are often more efficient.

---

## **How to Use This Guide**

Share this guide with teams before recurring or important meetings. Rotate roles occasionally to develop capability and shared ownership. When everyone understands their role, meetings become more focused, collaborative, and action-driven.

---

## **Notes**