Roles and Responsibilities for Groups - Generic

**Leader:** Your role is to focus on the organization and production of the project content. You make a list of the project content, and distribute it to participants. You let the ‘organizer’ take care of things like meeting times and dates, etc. You are focused on ensuring that all participants have an equitable share of the project. You see the entire project, and make sure that all areas are covered and everyone understands what they are doing. You are positive, and encourage participation. You recognize conflict, and work in collaboration to solve this with the ‘peacemaker’ of the group.

**Organizer/Scheduler:** Your role is to organize group meetings, places, times, dates, member contact information, communication requirements, timelines, etc. You are in charge of the group’s big picture and the process of the group. During meetings you ensure that participants are working on the task at hand. You reorganize throughout the project, and initiate new aspects of the project or process as necessary. You are positive, verbal, and very task-oriented. You are in charge of ensuring that the project meets the deadline, that everyone knows when to submit, where to meet, how often to communicate, and when to practice for presentations if this is part of the project. You wrap things up at the end of the project.

**Project Manager:** You have the ‘big picture’. You know the project purpose and goals, and see it from beginning to end. You can manage people, process, and project data and materials well.

**Finance Specialist:** You are in charge of resource and materials management. You ensure the lowest costs for the highest quality materials. You keep everyone on track related to finances. You keep an updated financial spreadsheet, and work to stay within your group budget.

**Communications Specialist:** You specialize in communication – within the group, and to exterior stakeholders. You are the spokesperson for the group and prepare communication releases as necessary.

**Risk Management Specialist:** You are the risk management expert. You assess the project and determine if it needs ethical review or involves risk management components. You prepare documentation according to your assessments and present these appropriately.

**HR Specialist:** You manage any group member issues such as additional members, removing members, educating members, etc. You also determine if your group has gaps in personnel and needs to recruit other people.
**Project Sponsor:** You represent the client organization for which the project is being developed and to whom the project manager reports. You are the liaison between the organization and the group itself. You ensure that the group is meeting the needs of the client organization.

**Subject Expert:** You are the subject expert. You have done more research and know more about the topic than anyone else. You provide a ‘sounding board’ to other group members to ensure excellent content presentation.

**IT Specialist:** Your role is to ensure that the ‘product’ or ‘take-away’ of the project is perfect and very professionally done. You take everyone’s content, format it, produce it, and create a seamless document, power point presentation, pamphlet, booklet, poster, etc. You add artwork, sound or special effects, etc., to create professional quality work. You ensure that each participant is given credit for their work within the project created.

**Peace Keeper/Harmonizer:** Your role is to keep the peace. You try to make sure that participants are getting along. When conflicts arise, you address the issues at hand before moving on. You are positive and nurturing; you give encouragement when needed. You have good conflict management skills, and know how to work through problems and keep the group working together. If a conflict arises which stops the progress of the group, you are the group member who discusses this with the person who is having the issues, and if necessary, makes an appointment with the teacher, student(s) in conflict, and yourself to attempt a resolution.

**Editor:** Your role is to edit everyone’s work, and ensure there is no repetition. You are an expert in English language grammar and spelling; you understand and utilize the publishing style required for the project. Your writing is succinct and professional. You understand the language style of the profession you are studying. You integrate each participant’s work into a seamless document.

**Initiator:** You make sure that everyone is participating and working on the task at hand. You keep reorganizing throughout the activity, and initiating each new aspect of the activity. You are positive, very verbal, and very task focused.

**Clarifier, Checker for Understanding:** You frequently interject questions to the group to ensure that everyone understands what they are doing. You have an overwhelming desire to include everyone and ensure that everyone knows what it going on in every aspect of the activity. You are positive and very verbal, but there may be some in the group that feel you are slowing down progress.
Comedian – Tension Reliever: You frequently make funny remarks, and have the group laughing a lot. You make light of any potential conflict situations, and don’t actually try to solve anything. You are there to entertain, gain the limelight, and keep the group members focus on you, not on completing the task at hand or conflict resolution. You are positive, but may be seen as annoying by other more focused members of the group.

Praiser, Encourager: You are SOOOO positive! You frequently make comments to individuals in the group, and the group in general, about how amazing they are. You say things like, ‘Wow, you are awesome’, ‘that was amazing’, ‘how terrific’, ‘you’re so smart’, ‘what a great idea’, etc. You ignore conflict, and just continue with your praising anything remotely positive. You may be seen as ‘out of touch’ with what is happening in the group process.

Reader, Materials Handler: You are most concerned about everyone in the group reading the material. You may read the activity content out loud just to make sure everyone is on the same page (literally). You ensure that all group members have access to all materials needed for the activity. You are positive, but continue reading everything out loud throughout the activity. You may frustrate more motivated group members, as your need to read slows everyone down.

Wrap up, Clean up: You are not that interested in the activity itself, but what happens when the activity is over. You concentrate all your efforts on wrapping things up related to the activity event, and cleaning up any materials used and giving these back to the facilitator. Your focus on ‘wrapping up’ will come into play towards the end of the activity. Your increased interest at the end, may catch other group members off guard.

Group Member: Your role is to participate in the project, follow direction, research and prepare thorough work, meet deadlines, communicate as necessary, and meet all your specific requirements of the project. You are to recognize the special roles of other group members, and give them your support. You are to willingly participate in the group process and production of content. You should be positive, and add to (not detract from) the group function as a whole. If conflicts arise, you work to resolve the issue before it gets out of hand. You are committed to the group process until the final project has been completed. You understand your role and the roles of others within the group and support all group members.
Negative group member roles for the purposes of illustration or game complexity

**Withdrawer:** Not engaged in the group’s activities, afraid to participate, or just not interested. Actively seeking to withdraw from the group.

**Resister:** Actively creating problems, or roadblocks for the group. Failing to complete assigned task or exercise initiative. Working against the rest of the group’s momentum.

**Sympathy Seeker:** Resists taking on a task due to lack of confidence in self, afraid to have responsibility.

**Belittler:** Discouraging other’s participation and belittling others’ suggestions.

**Saboteur:** Purposely sets out to put group off task or create havoc by purposely letting the group down.

**Clown:** Uses humour to disrupt the process of the group, digresses, gets group off task repeatedly.

**Arguer:** Indulging in disagreement, always disregarding the ideas of others.

**Monopolizer:** Wants the lion’s share of the work and planning, will offer to do all or most of the work, just to have it his/her way.

Sharon Aka 2014