

Team Roles

What roles are available will depend much on the project and the goals of your team.

When determining team roles, it is important that:

1. **Everyone agrees on appropriate roles** - This may take some negotiation to decide.
2. **Everyone is satisfied in their roles** - Individuals must feel a sense of satisfaction in order for the team to function. Fortunately, teams will typically have people with different temperaments and skills who will want different roles. In addition, your team may want to **rotate roles** throughout the Housing Institute.

Flexibility

Whatever role you may have, it is still important that the **entire team** provide input **on every facet** of the project.

Team Leader - Typically responsible for setting a base agenda, facilitating meetings, and monitoring progress by communicating with members as needed.

Initiator - Someone who suggests new ideas. One or more people can have this role at a time.

Recorder - This person records whatever ideas a team member may have. It is important that this person quote a team member accurately and not "edit" or evaluate them.

Devil's Advocate/Skeptic - This is someone whose responsibility is to look for potential flaws in an idea.

Optimist - This is someone who tries to maintain a positive frame of mind and facilitates the search for solutions.

Timekeeper - Someone who tracks time spent on each portion of the meeting.

Gate Keeper - This person works to ensure that each member gives input on an issue. One strategy to do this is to ask everyone to voice their opinion one at a time. Another is to cast votes.

Summarizer - Someone who summarizes a list of options.