

# Adult Learning Group Roles and Comer Process Guiding Principles

## Chairperson

- Helps create a game plan for the task or activity with input from team members
- Focuses the group
- Defines the tasks clearly
- Keeps the team on task
- Pushes for decisions or consensus
- Keeps discussions focused on the activity or task

## Facilitator

- Helps everyone participate and be heard ("Did everyone have an opportunity to speak or share?")
- Listens actively
- Clarifies confusion or differences by paraphrasing what was heard
- Helps differences to be discussed and resolved

## Liaison

- Serves as the materials manager, collects all materials that will be used by the team
- Communicates with other teams when necessary
- Communicates with the presenter to ask questions or get clarification
- Signals to members when you see the presenter is ready

## Note-Taker (Recorder)

- Records notes on the learning activity
- Lists the key decisions and responses made by the team
- Records who will do what and when

## Reporter

- Summarizes for the team and reports out to other groups and/or the large group
- Discusses with the team the notes taken by the Recorder
- Decides with the team the most important or relevant information to report out
- Stands up and delivers the information to the whole group

## Timekeeper

- Helps the team begin and end on time or negotiates to change time frame
- Lets the team know when they are at midpoint in time on an activity or task
- Negotiates for more time if needed
- Lets the team know when five minutes and one minute are left

## Group Member

- Listens actively
- Contributes ideas, insights, and suggestions to the discussion
- Participates in activities and tasks
- Encourages team members to participate
- Uses the guiding principles of consensus, collaboration, and no-fault problem solving