Group Roles

Before starting an activity or project, assign roles, or have participants pick what they want to do.

- **Manager**: Keeps the group “on track” and ensures that members are fulfilling their roles.

- **Timekeeper**: Watches the time and move group along so that they complete the task on time.

- **Recorder**: Keeps a record of the group’s actions, takes notes on discussion, and prepares a written report, if needed.

- **Observer**: Uses a guide, such as a checklist, to watch the group’s activities and may offer feedback.

- **Data Collector**: Uses resources to get needed information for the group.

- **Checker**: Makes sure that everyone understands the concepts and that all group members have reached their goals.

- **Spokesperson**: Communicates with the teacher and other groups when help or information is needed. Represents the group in presentations.

- **Materials Manager**: Makes sure that all the group has the materials they need. Helps keep the area clean.

- **Designer**: Leads the artistic representation of the group’s work.

- **Stand-In**: Assumes role of any missing group member.