



## Timekeeper

Timekeeper thinks about time and manages it for the group

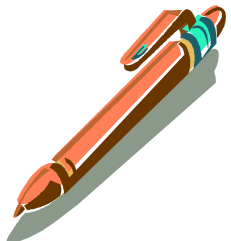
- Know when the activity starts and finishes
- Help the facilitator to plan the activity and use the time well
- Tell the group how long is left



## Facilitator

Facilitator thinks about the whole group and manages the task and the learning

- Make sure everyone has a job to do and feels included
- Plan the activity with the timekeeper's help
- Tell the group what's happening and why



## Recorder

Recorder thinks about making notes and writing or drawing for the group

- Make notes about group discussions
- Be responsible for any written or visual work that needs to be done
- Work with the reporter – who will have to read from your notes



## Reporter

Reporter thinks about speaking and talks on behalf of the group

- Work with the recorder to make sure you can use their notes/diagrams
- Make sure you speak for the group and not just yourself
- Ask questions on behalf of the group



## Resourcer

Resourcer thinks about materials and equipment and manages these for group

- Collect the tools, equipment and materials needed by the group
- Make sure that the working area is kept clean, safe and tidy
- Only take what your group needs and no more



## Checker

Checker thinks about the quality of what's being made and how

- Make sure you know what the group is supposed to be making/doing
- Tell the group what they've done well and what needs to be improved
- Make sure each person is sticking to their group role