FACILITATOR’S RESPONSIBILITIES

1. Help create an agenda.

2. Ensure balanced participation, guides the flow of the discussion.

3. Is a neutral servant of the group.

4. Does not evaluate or contribute substance ideas.

5. Monitor meeting pace.

6. Suggests alternative methods and procedures (not substance).

7. Encourages members to participate.

8. Provide group memory.

9. Assist with group maintenance.

10. Seeks and tests for consensus.