FACILITATOR’S RESPONSIBILITIES

1. Helps create an agenda.

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

3. Is a neutral servant of the group.

4. Does not evaluate or contribute substantive ideas.

5. Monitors meeting pace.

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

7. Encourages members to participate.

8. Provides group memory.

9. Assist with group maintenance.

10. Seeks and tests for consensus.