

Name:

Class:

## Worksheet: Group Work Roles and Responsibilities

Group work is about communication. You will need to understand the roles and responsibilities of each group member. **Group Meeting Roles** and **Assigning Tasks** are two strategies you can use to keep your group on track.

### GROUP MEETING ROLES

Group meetings bring together all members of the group for regular discussions about the status of your project. When group members have roles, it can help to keep meetings productive. You can rotate the roles for each meeting or you can keep the same roles. Some roles<sup>1</sup> to consider include:

<p><b>Facilitator</b></p> <ul style="list-style-type: none"><li>• Gathers ideas from group members.</li><li>• Sets an agenda for the group meeting.</li><li>• Makes sure the meeting gets to all the agenda items or saves items for a later meeting.</li></ul>	<p><b>Time Keeper</b></p> <ul style="list-style-type: none"><li>• Checks with group members to determine how long people can meet.</li><li>• Keeps an eye on the clock</li><li>• Reminds people of how much time is left, so that the group can choose how to use it.</li></ul>	<p><b>Recorder</b></p> <ul style="list-style-type: none"><li>• Writes down any major decisions and important ideas or questions that come up.</li><li>• Checks in with group members to see what they would like to record.</li><li>• Shares recorded notes with the whole group.</li></ul>
<p><b>Encourager</b></p> <ul style="list-style-type: none"><li>• Makes sure every group member has a chance to speak during the meeting.</li><li>• Has the power to ask frequent speaker's to pause so they can make sure quiet members have a chance to speak.</li></ul>	<p><b>Summarizer</b></p> <ul style="list-style-type: none"><li>• Restates the major conclusions of the group, or the agreements the group seems to have reached.</li><li>• Checks with the recorder to make sure they have accurate notes.</li></ul>	<p><b>Research Runner</b></p> <ul style="list-style-type: none"><li>• Checks in with the teacher about any questions from the group.</li><li>• IRL, gets any materials needed from the teacher or turns in materials to the teacher.</li><li>• Virtual: turns in materials to the teacher.</li></ul>

### Group Meetings Reflection

How will we use group work roles to help us get our work done? How will we assign the roles? Will we rotate roles or keep the same ones?

When will we check in about how our group work is going? How will we propose changes in how we are working together?

Near the end of the project, it might help to have some additional roles:

- **Fact Checker:** Reads through the whole project. Makes sure dates, names and specific details of your topic are all accurate.
- **Citation Checker:** Makes sure all images, quotes and paraphrased information has the correct citation or the proper credit to go with it.
- **Conventions of Writing Checker:** Reads through all written material to make sure it is properly spelled and follows the conventions of writing. This person can also ask an adult to help read for these things!
- **Bibliography Checker:** Makes sure all citations in the bibliography are in the correct format. Formats the bibliography so that all of it looks the same, no matter who typed each section.

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<sup>1</sup> Based on the work of: Singham, Mano. *Cooperative Learning: Practical Aspects*. 2004

## **ASSIGNING TASKS**

At each step of the project, it is helpful to keep a list of the tasks that each group member has agreed to do. Keep a list of these tasks in a document that everyone can access and hold each other accountable.

**Remember:** Each group member should get a chance to grow as a researcher, writer, and thinker in your work. As you assign tasks, be sure to make room for each person to practice and strengthen all of these skills.

### **Assigning Tasks Reflection**

Where will we keep track of the work each of us is doing?

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How will we let each other know when a task is done or we are ready for new tasks?

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### **Group Member Strengths**

With your group, take some time to brainstorm each of your strengths. Be sure to consider the strengths you will need throughout the different parts of the project. Use the chart below to record your ideas.

<b>Name</b>	<b>Strengths</b>