

Role Card # 1



**Facilitator:**

*Makes certain that everyone contributes and keeps the group on task.*

Role Card # 2



**Recorder:**

*Keeps notes on important thoughts expressed in the group.  
Writes final summary.*

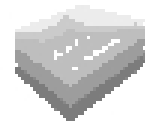
Role Card # 3



**Reporter:**

*Shares summary of group with large group. Speaks for the group, not just a personal view*

Role Card # 4



**Materials Manager:**

*Picks up, distributes, collects, turns in, or puts away materials. Manages materials in the group during group work.*

Role Card # 5



**Time Keeper:**

*Keeps track of time and reminds groups how much time is left.*

Role Card # 6



**Checker:**

*Checks for accuracy and clarity of thinking during discussions. May also check written work and keeps track of group point scores.*