

Ten Hats Meeting Members Can Wear

1. **Facilitator.** The role of a facilitator in a meeting should never be underestimated. This person plays a crucial role in providing structure, direction and encouragement to ensure the meeting runs smoothly. The facilitator is responsible for guiding the team toward successful problem solving and consensus building through active participation.
2. **Timekeeper.** Timekeeping during a meeting is an essential task. The timekeeper needs to be vigilant in tracking the allocated time and alerting the team when time limits are approaching. This person needs to be skilled in communicating this information effectively to ensure the meeting stays on schedule and achieves its objectives.
3. **Minute Taker.** A conscientious minute taker is critical in preserving the meeting's decisions and discussions for later reference. It is their responsibility to capture notes during the meeting and distribute accurate meeting minutes as soon as possible after the meeting. This record is essential in avoiding any confusion later on when the team refers to past meetings.
4. **Record Keeper.** The record keeper is responsible for maintaining all the documents and records of the team. This person will take care of the team's agendas, minutes, member information, correspondence, reports, data, and other relevant documentation in an organized manner for easy retrieval when needed.
5. **Flip Chart Scribe.** The flip chart scribe is an integral part of capturing team ideas during meetings. This person is responsible for recording the team's thoughts quickly and legibly on a flip chart or other recording surface to ensure the team's ideas and thoughts are preserved for later reference.
6. **Researcher.** A researcher on a team can be a valuable asset. This person can invest time into researching information that may be useful to the team's discussions and help inform the team's decisions.
7. **Energizer.** An energizer is responsible for conducting activities to energize or relax the meeting participants. This person's role is to keep the team's energy levels high and manage the mood of the meeting to ensure that the team remains productive throughout.
8. **Meeting Planner.** The meeting planner is responsible for organizing and coordinating all the details behind the scenes to ensure a successful meeting. This person manages the logistics related to the meeting, including scheduling, location, setup, and catering, among others, to ensure the meeting is executed flawlessly.

9. **Point of Contact.** The point of contact person plays a vital role in maintaining communication with participants outside the meetings. This person communicates with the participants and acts as the primary liaison between the team and any external stakeholders who may have an interest in the team's proceedings.
10. **Process Observer.** A process observer monitors the team's process and shares their observations when deemed appropriate. The goal of this person is to provide feedback to the team and suggest any improvements that can make the team more effective. Their observations can also help the team identify any issues or barriers that need to be addressed to ensure the team's success.