

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 subject matter ideas.**
- 5. Monitors meeting pace.**
- 6. Suggests alternative methods and procedures (not substance).**
- 7. Encourages members to participate.**
- 8. Provides group memory.**
- 9. Assists with group maintenance.**
- 10. Seeks and tests for consensus.**