

Group Roles and Responsibilities

Date: _____ Group Members: _____



Leader: The leader is responsible for leading group discussion and encouraging everyone to be a part of the group's decisions. They make sure everyone is respected. They also make sure everyone gets a chance to speak and participate. In our group, the leader is

Manager: The manager is responsible for keeping the group focused on the task. They encourage all group members to complete their portion of the task by the decided deadline. They also gather any materials the group needs to complete the task and collect the group's work at the end of each class. In our group, the manager is

Recorder: The recorder is responsible for recording who is present during group work, the group's decisions, and any answers to the group's questions. In our group, the recorder is

Spokesperson: The spokesperson is responsible for investigating any questions had by the group. They will also share the group's ideas with the rest of the class when necessary. In our group, the spokesperson is