

# **FACILITATOR'S RESPONSIBILITIES**

- 1. Help create an agenda.**
- 2. Ensure balanced participation, guides the flow of the discussion.**
- 3. Is a neutral servant of the group.**
- 4. Does not evaluate or contribute ideas.**
- 5. Monitor meeting pace.**
- 6. Suggests alternative methods and procedures (not substantive).**
- 7. Encourages members to participate.**
- 8. Provide group memory.**
- 9. Assist with group maintenance.**
- 10. Seeks and tests for consensus.**