Role Description
Facilitator, Recorder, Reporter, Participant

As a member of the Enrollment and Capacity Management Advisory Committee, you may be asked to serve in one of these roles during small group discussions.

**Facilitator**
- keep the team focused on the assignment
- ensure that all voices are heard
- confirm task closure

**Recorder**
- record table team work as agreed to by table participants
- write legibly avoiding acronyms where possible

**Reporter**
- report the table team’s work as recorded
- add contextual commentary as necessary for understanding

**Earnest Participant**
- focus on the assignment
- avoid side conversations
- record side questions for the entire task force (end of meeting)

*Enrollment and Capacity Management Advisory Committee*
*September 20, 2021 Meeting*