

Role	Tasks / Responsibilities	Personality Characteristics
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• Help group reach goals</li> <li>• Motivator</li> <li>• Participate with group</li> <li>• Good communication</li> <li>• Manage conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Open</li> <li>• Conscientious</li> <li>• Extraverted</li> <li>• Agreeable</li> <li>• Confident</li> </ul>
<b>Note taker</b>	<ul style="list-style-type: none"> <li>• Good hand writing</li> <li>• Take notes</li> <li>• Publish / send out minutes in a timely matter</li> </ul>	<ul style="list-style-type: none"> <li>• Good listener</li> <li>• Organized</li> <li>• Able to summarize and clarify</li> </ul>
<b>Data Collection / Analyst</b>	<ul style="list-style-type: none"> <li>• Attain information from vital resources</li> <li>• Interpret and communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Reading comprehension</li> <li>• Organized</li> <li>• Articulate</li> <li>• Patience</li> <li>• Analytical</li> </ul>
<b>Peacemaker</b>	<ul style="list-style-type: none"> <li>• Look at both sides during conflict</li> <li>• Remain neutral</li> <li>• Help resolve the conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving skills</li> <li>• Good communication</li> <li>• Patience</li> <li>• See both sides</li> <li>• Active listener</li> </ul>
<b>Creative Thinker</b>	<ul style="list-style-type: none"> <li>• Think outside the box</li> <li>• Get people to see outside the norm</li> <li>• See the whole picture</li> </ul>	<ul style="list-style-type: none"> <li>• Bold</li> <li>• Charismatic</li> <li>• Good verbal skills</li> </ul>
<b>Participant / Doer</b>	<ul style="list-style-type: none"> <li>• Able to complete assigned tasks (on time)</li> <li>• Able to fill in where needed</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptable</li> <li>• Dependable</li> <li>• Capable</li> </ul>
<b>Specialist – Special Skills</b>	<ul style="list-style-type: none"> <li>• Knowing what you are doing</li> </ul>	<ul style="list-style-type: none"> <li>• Provide unique skills necessary for the task</li> </ul>
<b>Socializing</b>	<ul style="list-style-type: none"> <li>• Talkative</li> <li>• Keep conversation interesting</li> <li>• Give feedback, gather ideas and /or resources</li> <li>• Promote / preview team's purpose and goals</li> </ul>	<ul style="list-style-type: none"> <li>• Outgoing</li> <li>• Sociable</li> <li>• Good listener</li> <li>• Energetic</li> <li>• Talkative</li> </ul>