

SOP Template: Designation of Meeting Roles

This SOP defines the **designation of meeting roles** including the facilitator, note-taker, and time-keeper. It outlines the responsibilities of each role to ensure meetings are productive and efficient. The facilitator guides discussions and maintains focus, the note-taker records key points and action items, and the time-keeper monitors the agenda to manage time effectively. Clear role assignment enhances collaboration, accountability, and meeting outcomes.

1. Purpose

To establish a standardized process for assigning and understanding key meeting roles: facilitator, note-taker, and time-keeper.

2. Scope

This SOP applies to all recurring and ad hoc meetings within the organization.

3. Role Assignment Procedure

- At the start of each meeting, the meeting organizer assigns the roles of facilitator, note-taker, and time-keeper.
- Role assignments should be communicated clearly to all participants before or at the beginning of the meeting.
- Roles may rotate among team members from meeting to meeting to encourage shared responsibility.

4. Description of Roles and Responsibilities

Role	Responsibilities
Facilitator	<ul style="list-style-type: none">Guides the meeting according to the agendaEncourages participation from all attendeesKeeps discussions focused on topicsManages conflict and ensures a collaborative environmentSummarizes decisions and confirms next steps
Note-taker	<ul style="list-style-type: none">Records key discussion pointsDocuments action items, owners, and deadlinesPrepares minutes and distributes them after the meetingEnsures clarity and accuracy of all records
Time-keeper	<ul style="list-style-type: none">Monitors the agenda and allocated time for each topicAlerts the group when time limits are approached or exceededEncourages effective use of meeting timeSupports the facilitator in maintaining pace

5. Review and Continuous Improvement

- At the end of each meeting, gather feedback on role performance and meeting process.
- Adjust role rotation or responsibilities as needed for continuous improvement.

6. Revision History

Version	Date	Description
1.0	2024-06-18	Initial SOP template created.

