

FORUM SUMMIT TOOLKIT

FORUM ROLES



FORUM LEAD
NAVIGATOR
LOGISTICS
TRACKER
TIMEKEEPER
FINANCE
ACCOUNTABILITY
PARTNER
WARM-UP
OTHER

GROUP LEADER, ORGANIZES GROUP, SETS AGENDA AND RUNS MEETINGS
GROUP DIRECTOR, MANAGES CALENDAR AND ANNUAL LINEUP
GROUP COORDINATOR, MANAGES LUNCH, DINNER AND RETREAT PLANNING
GROUP DOCUMENTER, MANAGES OVERVIEW, KPIS, ISSUES, JOURNAL AND WHO/WHAT/WHEN
GROUP MANAGER, KEEPS MEETINGS RUNNING ON TIME
GROUP TREASURER, KEEPS TRACK OF FORUM MONEY, EXPENSES, LUNCH, DINNER, RETREAT
GROUP HELPER, ASSISTS LEAD IN MAKING SURE THINGS GET DONE
PRESENTATION REVIEWER, HELPS PREP AND PROOF PRESENTATION OUTLINE AND ISSUES FRAMER
PREPARES AN OPENING EXERCISE FOR THE GROUP