

**Cooperative Extension Strategic Planning**  
Quad Counties District Meeting  
September 19, 2007

**TABLE FACILITATOR AND RECORDER “POSITION DESCRIPTIONS”**

There will be three rounds for our discussion. We'll be moving from table to table between each of the rounds – table facilitators and table recorders do *not* need to stay with their table. This means that a new table facilitator and a new recorder will need to be selected at the beginning of each of the rounds.

**Table Facilitator:**

1. Help manage time (each round is twenty to thirty minutes in length)
2. Make sure that everyone at the table has an opportunity to speak
3. Participate in discussions (but please don't dominate)

**Table Recorder:**

1. Record brief responses for each round on flip chart paper (or on blank paper if preferred)
2. Label the top of each round's discussion (i.e. “Challenges and Opportunities,” “Theme: Image.”)
3. Record any “Parking Lot” items that come up (those ideas or topics that aren't directly related to the current discussion, but may be relevant in future discussions) – the “Parking Lot” paper will remain with the table