



## Description of Duties

### Recorder

#### *Arkansas Study Circles Project*

#### **Summary**

A recorder plays a critical role in establishing the written narration of the study circle discussions. They ensure that the critical element of what is said in the study circle is captured on paper so the participants can build on each conversation and move to action steps.

#### **Duties**

1. Participate in a one day Study Circle Facilitator/Recorder Training.
2. Prepare for each study circle session by reading the discussion guide and supplemental materials.
3. Attend all study circles sessions, on time. If for any reason you cannot be on time or if you will be absent from your study circle session, you must contact your local coordinator immediately so they can make accommodations.
4. Prepare the needed flip chart paper (headings and past discussions) each session before the circles begin. After each session, roll and label the paper to give to the coordinator, or identified person. This person will bring the notes back for the next session.
5. Record each session without adding your opinion. You must remain neutral in your body language and written statements.
6. Use recorder strategies learned in the training session to keep the record of the conversation, to gather all ideas, and to make sure that all participants' voices are recorded.
7. Contact your local coordinator immediately with any problems you may have.
8. Attend preparation or debriefing meetings called by your local coordinator.

#### **Qualifications**

- Commitment to work with diverse constituencies
- Excellent written communication skills
- Able to listen well and capture main ideas on paper in front of a group of people
- Commitment to the time needed to complete the study circles process
- Past group recording experience is helpful