

## **Different Leadership Functions**

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There are different functions that can be important to the life and success of the group. A leader might take these depending on the purpose and needs of the group. It is possible for one person to be responsible for more than one function, or you might consider splitting up these jobs among different people -- e.g. bring in a teacher from outside who has special expertise, have one person take care of coordinating tasks, and another attend to facilitating the group/attending to group process.

**Coordination:** This means taking care of logistics like making sure there's a space to meet in, making sure that participants know when and where the group meets, refreshments, materials, etc. The person responsible for coordination must be able to attend to details, and be reliable and consistent.

**Facilitation:** Facilitation is about helping the group stay on topic, making sure everyone gets a chance to participate, making sure that ground rules are followed and that things are running smoothly. The person who is facilitating must attend to group process, fairness, safety and confidentiality. Being a good facilitator requires the ability to pay close attention to what is happening, to participants' feelings, and to whether the group's ground rules are being followed.

**Teaching / Educating:** The person who is responsible for this function helps the group to understand the material and learn what they need to know. Being a good teacher / educator requires thorough knowledge of the information or skills being taught, the ability to explain and clarify things well, and the ability to be patient with people's different learning styles and rates. Teachers / educators often need to be able to role-model or demonstrate the principles or skills that they are teaching.

It is important, when deciding who will be providing these different leadership functions, to make sure that each job is done by someone who has the necessary skills or strengths. For instance, someone who is not good at dealing with details would not be the best choice to handle the coordination responsibilities.