

TPM Regional Exchange Roles and Responsibilities

Role	Responsibilities
Host Agency Lead	The individual representing the host agency in the planning and delivery of the event. Typically, this individual will also play a lead role in moderating or facilitating the event.
Attendees/Presenters	Participate in a regional exchange as a subject matter expert. These individuals are invited to the event based on their knowledge of the topic and ability to add value to the proceedings as a panelist or participant in breakout sessions.
Moderators/Facilitators	The individual(s) overseeing the live event, including introducing speakers and running the event. The facilitator may be one of the moderators, or a separate role, and is responsible for keeping the group engaged, on task and on topic.
Recorder	Captures the proceedings. This individual(s) may also provide technical support.
Planning Committee	The individual(s) responsible for planning the event. Often, this group will also provide support during and after the event, including serving as a recorder, technical support, coordinating materials or logistics, participating in the post-event reflection and drafting the summary report.