

## Groups Skills of Volunteer Organization Members

Please indicate which of the following skills and talents you have that can be helpful to a group as it tries to carry out its activities in a more effective way.

Group Skills/Talents	Place a checkmark by those group skills that you have
Helps get the room set-up before a group meeting, including the equipment and resource materials needed	
Provides new ideas on how activities or projects might be carried out	
Collects the kind of information from the library or other places that can be used to help a group arrive at good decisions about projects or activities	
Feels comfortable talking to other people to get their ideas on how something should be done	
Offers opinions to the group on how a project or activity could be done	
Helps clarify ideas that a group has discussed with regard to a certain project or activity	
Energizes a group to stay focused on the activities that it is trying to carry out	
Enjoys keeping a record of the decisions that a group has made during a meeting	
Praises the work that others have completed	
Helps a group that may have differences on how something should be done to arrive at some agreement	
Encourages all members of a group to offer their ideas and opinions during a meeting	
Helps relieve tension that occurs in groups through the use of humor or other tension-reducing discussion	
Provides a good summary of the key ideas that people have presented as part of a group discussion	
Is able to provide training to new persons who have agreed to join the group	
Enjoys coordinating the activities that a group of people have agreed to work on together	
Enjoys calling people to remind them of an upcoming meeting of a group	
Feels comfortable talking in public to groups of people	