



## Tips for Hosting a Book Club

### Your First Gathering: Assigning Roles

To keep your book club running smoothly, find volunteers from your group to fill the following roles.

#### **Role: Host**

Name: .....

Responsible for: deciding on the location of the meeting, how long it will run and invites everyone. May provide food. Welcomes everyone to the book club and gets them settled.

#### **Role: Facilitator**

Name: .....

Responsible for: leading the book club meetings. Keeps the group on track, proposes discussion questions, and keeps the conversation moving.

#### **Role: Time Keeper**

Name: .....

Responsible for: watching the clock to make sure no one keeps their babysitter longer than promised. The time keeper also helps keep the discussion moving by not spending too long on each question.

#### **Role: Recorder**

Name: .....

Responsible for: keeping notes of the discussion, questions and answers. Posts the highlights of the discussion and/or recording the question the group wants to e-mail to the expert.

#### **Role: Photographer**

Name: .....

Is there someone in the group who has a creative eye? Or maybe someone just got a new digital camera? They are perfect candidates to take pictures of your group or film your discussions to send to Oprah's Book Club so we can see who you are!