SW-PBS Team Roles and Responsibilities:

Before, During, and After Team Meeting

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|  | **Before Team Meeting** | **During Team Meeting** | **After Team Meeting** |
| Chairperson  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Develop agenda with input from team * Send to team members | * Facilitate meeting | * Follow up on assigned tasks * Seek input from team members/staff |
| Secretary  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Notify/provide meeting reminder to team | * Keep meeting minutes | * Distribute team minutes to members/staff |
| Data Base Manager  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Prepare summary of ODR or other data * Organize & print Big 5 report | * Present update on data * Lead data discussion | * Share data highlights with staff * Collect any other necessary data |
| Communication Coordinator  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Collect and compile any feedback and/or input from staff | * Share compiled feedback/ input from staff * Lead planning for stakeholder communication | * Provide updates to staff * Coordinate stakeholder communication (e-mails, newsletters, website, etc.) |
| Time Keeper  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Review time slots on agenda | * Maintain time parameters * Use established signal to keep team on task |  |
| Cheerleader  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Prepare summary of status of staff recognition activities | * Provide update on staff recognition activities * Lead the planning for targeted recognition for staff | * Carry out recognition activities with staff |
| Historian/Archivist  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Disseminate updates of products | * Lead discussion on any new files | * Maintain electronic database of team products and back up database regularly |
| All Members | * Review meeting notes * Preview agenda * Bring completed materials | * Follow meeting norms * Provide input | * Set the positive tone and example * Complete assigned tasks |