**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 ODRs (Big 5ODR Report)• Prepare other needed data to discuss | • 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 stakeholdercommunication (e-mails,newsletters, website, etc.) |
| Time Keeper\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | • Review time slots on agenda | • Maintain time parameters• Use established signal to keep teamon 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 |