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
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| Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Notify/provide meeting reminder to team
 | * Keep meeting minutes
 | * Distribute team minutes to members/staff
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| 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
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| 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.)
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| Time Keeper\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Review time slots on agenda
 | * Maintain time parameters
* Use established signal to keep team on task
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| 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
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| Historian/Archivist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Disseminate updates of products
 | * Lead discussion on any new files
 | * Maintain electronic database of team products and back up database regularly
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| All Members | * Review meeting notes
* Preview agenda
* Bring completed materials
 | * Follow meeting norms
* Provide input
 | * Set the positive tone and example
* Complete assigned tasks
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