**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 5  ODR 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 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 |