# Team Roles and Responsibilities, Basic

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles** | **Before Team Meeting** | **During Team Meeting** | **After Team Meeting** |
| Facilitator  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Develop agenda with input from team * Send to team members | * Facilitate meeting | * Follow up on assigned tasks * Seek input from team members/staff |
| Recorder  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | * Takes meeting minutes | * Distribute team minutes to members/staff * Develops a logical system for organizing team’s shared documents |
| Reporter/Communication Coordinator  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Notify/provide meeting reminder to team * 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.) |
| Data Base Manager  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Prepare summary of data | * Present update on data * Lead data discussion utilizing a DBDM process | * Share data highlights with staff * Collect any other necessary data * Uses an electronic shared data folder for all data collected |
| Time Keeper  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Review time slots on agenda | * Maintain time parameters * Use established signal to keep team on task |  |
| Norm-Minder  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | * Remind all members of the agreed upon norms at the beginning of the meeting * Refer to agreements during meeting if not being followed | * Briefly celebrate norms that were followed/reminder of norms if needed |
| All Members | * Review meeting notes * Preview agenda * Bring completed materials | * Follow meeting norms * Provide input | * Set the positive tone and example * Complete assigned tasks |

# Team Roles and Responsibilities, Additional

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles** | **Before Team Meeting** | **During Team Meeting** | **After Team Meeting** |
| Strengthener  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | * Brings and/or brainstorms new ideas and alternatives and/or approaches worth considering. * Asks thought provoking questions to push/ extend thinking & generate new ideas. Ex. What if we tried? What is another possible approach? |  |
| Encourager  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Offers to help other team members prepare tasks prior to meeting. | * Provides words of encouragement before, during, and after meetings. | * Offers to help other team members complete tasks following meetings. |
| Realist  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | * Evaluates team decisions against the current workload of the team. * Questions team decisions that seem unrealistic or impossible to fulfill. * Gives voice to concerns that might otherwise go unspoken. |  |
| “Devil’s Advocate”  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | * Points out possible flaws or potential problems that may arise. * Voices multiple angles and opinions for a given issue. |  |
| Summarizer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | * Helps team member transition from one part of the agenda to the next by capturing the big ideas and summarizing what just occurred. * Enables team members to stay focused and clarifies what is taking place in the meeting. * Jots down key ideas on a chart visible to the team. |  |
| Other  ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Adapted from:**

Ferriter, B. (2021). *Five important roles for successful collaborative teams.* [Blog]. Building Confident Learners. <https://buildingconfidentlearners.com/2018/09/five-important-roles-for-successful-collaborative-teams/>

New Jersey Dept. of Education. (2015). *Collaborative teams toolkit*. [Toolkit]. <https://www.nj.gov/education/AchieveNJ/teams/Toolkit.pdf>

Westdorff, K. (n.d.). Team roles and responsibilities. MO PBIS. <https://docs.google.com/document/d/1llTGmOu1ovJ5ZBi_x9-Bm40ATQoFofkAUEqZsP-i4XE/edit>