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| **Position** | **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 minuets | * Distribute meeting minuets to team/staff |
| Data Person  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 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 complied 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 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 regularly |
| Bully Prevention Coordinator  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Meet with student BP team * Assess projects and data | * Share BP news and progress/areas that need assistance | * Meet with student BP team to strategize |
| All Members: | * Review meeting notes   • Preview agenda  • Bring completed materials | * Follow meeting norms * Provide input | Set the positive tone and example  Complete assigned tasks |