

## Sample Team Member Roles and Responsibilities

### Facilitator

- Sends out all meeting notices, agendas, and reminders before the meeting.
- Ensures the agenda is followed and guides discussion.
- Clarifies the purpose of the group for group members.
- Keeps the focus on the team mission and goals of the Action Plan.
- Makes sure all key roles are filled.
- Encourages all team members to participate.
- Initiates evaluation of meeting.

### Recorder

- Records team discussion, decisions and action items on Team Minutes Form.
- Documents action items/next steps assigned to team members including:
  - Clear description of the task;
  - Person(s) assigned to complete the task;
  - Task completion due date; and
  - Any resources needed to complete the task.
- Documents plan for communication to relevant stakeholders.
- Distributes minutes in a timely manner after the meeting.

### Timekeeper

- Gets the meeting started on time.
- Keeps track of time and related agenda items during the meeting.
- Provides prompts when close to the end of the time allocated for an agenda item and when allocated time is over.

### Data Analyst or Coordinator

- Gathers, analyzes and organizes available fidelity and outcome data prior to the meeting.
- Brings data summaries to the meeting for discussion.
- Prioritizes items and leads discussion (e.g., overall snapshot/school-wide or grade-level data; update of number of students in intervention; percentage of students making progress in Tier 2 and Tier 3 interventions, etc.).

### Active Team member

- Engaged and contributes to problem-solving process.
- Provides feedback on the team's work.
- Completes and reports on assigned tasks.