**Activity: Assigning PB4L–SW team functions**

Discuss and assign team functions, matching each to a person whose strengths match the responsibilities.

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| Function  | Responsibilities  |
| **Team leadership**Name:  | Develop agendas and send to team membersFacilitate meetingsFollow up on assigned tasksAttend cluster meetingsEnsure student voice is represented |
| **Secretarial duties**Name:  | Notify/remind team members of meeting times and locationsTake minutesDistribute minutes to team members |
| **Database management**Name:  | Prepare summaries of behavioural dataOrganise and print Big 5 reportsPresent updates on dataLead data discussionsShare data highlights with staffCollect any other necessary data |
| **Coordinating communication**Name:  | Collect and compile staff feedback and inputShare compiled staff feedback and inputReport to staffCoordinate written communication between team and staff (e.g., email, newsletters) |
| **Timekeeping**Name:  | Confirm time slots on agendaMaintain time limits and beginning and ending timesUse established signals to keep team on task |
|  **Celebrating successes**Name:  | Summarise activities recognising staff achievements within PB4L–SWProvide updates on these activitiesLead the planning for staff celebrations and recognitionsCarry out staff celebrations and recognitions |
| **Maintaining records and archives** Name:  | Distribute updated team ‘products’, such as formsDiscuss and list files to add to databaseMaintain electronic database of team products (systems tools, data collection forms, and so on) and back up database regularly |
| **Coaching**Name:  | Provide up-to-date records of implementation Ensure the team is using data for decision makingOffer tools and information to assist with team activitiesAttend cluster meetings |