

ACTIVITY: ASSIGNING PB4L–SW TEAM FUNCTIONS

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

FUNCTION	RESPONSIBILITIES
Team leadership Name: _____	Develop agendas and send to team members Facilitate meetings Follow up on assigned tasks Attend cluster meetings Ensure student voice is represented
Secretarial duties Name: _____	Notify/remind team members of meeting times and locations Take minutes Distribute minutes to team members
Database management Name: _____	Prepare summaries of behavioural data Organise and print Big 5 reports Present updates on data Lead data discussions Share data highlights with staff Collect any other necessary data
Coordinating communication Name: _____	Collect and compile staff feedback and input Share compiled staff feedback and input Report to staff Coordinate written communication between team and staff (e.g., email, newsletters)
Timekeeping Name: _____	Confirm time slots on agenda Maintain time limits and beginning and ending times Use established signals to keep team on task
Celebrating successes Name: _____	Summarise activities recognising staff achievements within PB4L–SW Provide updates on these activities Lead the planning for staff celebrations and recognitions Carry out staff celebrations and recognitions
Maintaining records and archives Name: _____	Distribute updated team 'products', such as forms Discuss and list files to add to database Maintain 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 making Offer tools and information to assist with team activities Attend cluster meetings