**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 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 |