

# TEAM ROLES AND RESPONSIBILITIES

## Leader –Every team needs one!

The Team Leader is responsible for moving the team to accomplish its meeting tasks. The Team Leader should ensure an environment that helps the team get the work done. The Team Leader does not have to be the principal on your team.

## Team Recorder—Keeps everybody on track!

The Team Recorder is responsible for writing down the team's key points, ideas, process, and decisions recording only the facts and avoiding editorializing. Prior to a meeting the Recorder should review the agenda for action items and meeting notes.

## Data Profiler—Keeps the data!

The Data Profiler collects, organizes, and keeps the current data information relating to the needs of the project. The Data Profiler assists in interpreting and analyzing the data. She or he shares data through graphs, displays, and reports for the team and school.

## Timekeeper—Keeps the meeting running on time!

The Timekeeper monitors how long the team is taking to accomplish its tasks and provides regular updates to the team on how well or how poorly they are using their time. If it becomes an issue, the timekeeper will collaborate with the team to determine new time schedules and if the agenda has to be adjusted.

## Team Members—Everyone else!

Team members don't have specific responsibilities at the meeting, but their participation is critical to the team's success. Team members must agree to:

- Be enthusiastic and committed to the team's purpose.
- Be honest and keep any confidential information behind closed doors.
- Share responsibility to rotate through other team roles of leader, facilitator, recorder, and timekeeper.
- Share knowledge and expertise and not withhold information.
- Ask questions, even seemingly "dumb" ones. Often the new perspective of "inexperienced" team members can provide insight.
- Fulfill duties in between meetings.
- Respect the opinions and positions of others on the team, even if the person has an opposing view or different opinion.

Roles can be rotated throughout the team's existence with everyone sharing these responsibilities. If you are the Leader, Recorder, or Timekeeper you still are a contributing Team Member.