

Roles and Functions of Team Members

Facilitator (Team Leader)	<p>Preside over meetings</p> <ul style="list-style-type: none"> • Arrange agenda, move meeting forward, keep people on task • Bring up new and review old business (make sure it gets done) • Liaison between team and other staff <p>Solve specific conflicts between members</p> <ul style="list-style-type: none"> • Approaches members in conflict and suggested mediator; if necessary will assist in setting up • If conflict includes team leader, time keeper would take on this responsibility • Coordinates resource people (team service) • Facilitates correlation of subjects – tie in topics between classes
Curriculum Coordinator	<p>Keep calendar of tests, curriculum and weekly topic agenda for each discipline represented on a team</p>
Note-taker/Recorder	<p>Keep written record of planning topics, decisions, agendas, and make copies for all team members</p>
Time Keeper	<p>Alert team to stay on topic Alert team to time remaining 5 minutes before end of period</p>
Librarian	<p>Keep copies of progress reports for each student Keep files and team notebook in central location Responsible for team resource materials such as award certificates, etc.</p>
Treasurer	<p>Keep accurate account of monies belonging to team In charge of team fund raising</p>
Field Trip Coordinator	<p>Coordinate field trips among own and other teams Research possible places for field trips for team</p>
PR Person	<p>In charge of newspaper/newsletter articles In charge of shared bulletin boards Contact person for media</p>
Special Event Coordinator	<p>Holidays, birthdays, etc. Award ceremonies, special speakers for team, etc.</p>