Team Roles and Responsibilities

An effective team process is central to building an effective system. During our 3 days, you will be learning about VTSS, and engaging in activities designed to deeper your understanding about this systemic approach.

Discussion and dialogue to key, so let’s take time to assign roles and responsibilities.

* Facilitator: to get the group going and guide the activities.
* Recorder/Note Taker: to capture key information
* Timekeeper: manage time
* Materials manager: keep on top of the process, especially as we move into how to create and use the Google folder. This person will also serve as a team encourager.

| Role | Day 1 | Day 2 | Day 3 |
| --- | --- | --- | --- |
| Facilitator |  |  |  |
| Recorder/  Note Taker |  |  |  |
| Time Keeper |  |  |  |
| Materials Manager/  Team Encourager |  |  |  |