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| **Position** | **Before Team Meeting** | **During Team Meeting** | **After Team meeting** |
| Chairperson/Team Leader  Primary:  Back Up: | * Develop agenda with input from team * Send to team members | * Facilitate meeting | * Follow up on assigned tasks * Seek input from team members/staff |
| Secretary/Time Keeper  Primary:  Back Up: | * Notify/provide meeting reminder to team * Begin meeting on time | * Keep meeting minuets * Provide updated on time of meeting | * Distribute meeting minuets to team/staff * End meeting on time |
| Administrator  Primary:  Back Up: | * Set time aside to meet * Make PBIS a priority in school | * Provide insight on students and school needs * Give appropriate consent to team to implement goals | * Set the PBIS example and tone in the school * Encourage staff and parents to utilize PBIS strategies |
| Behavior Specialist & Data Manager  Primary:  Back Up: | * Assess behavioral challenges in the school * Prepare effective strategies | * Lead data discussion * Present update on data | * Maintain electronic database of team products regularly * Lead behavioral interventions |
| All Members: | * Review meeting notes   • Preview agenda  • Bring completed materials | * Follow meeting norms * Provide input | * Set the positive tone and example * Complete assigned tasks |

Contact Information:

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| **Name** | **Phone Number** | **Email** | **Availability** |
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