

Defining SEL Team Member Roles and Responsibilities During Meetings

Role*	Responsibilities	Team Member Assigned**
Facilitator	<p>Leads the team through the agenda and discussion for each planned item.</p> <p>Reviews the team’s working agreements as an initial agenda item.</p>	
Time Keeper and Redirector	Ensures that the team uses its time wisely and sticks to the allotted time for each agenda item. Redirects the conversation if it goes off task.	
Data Lead	Presents data to monitor progress toward SEL goals (e.g., dashboard reports, observation data, survey results, etc.). Leads the team through a discussion about the implications of the data and guides the team to identify next steps. (see the SEL Data Reflection Protocol)	
Note Taker	Ensures that conversations, decisions, and next steps are accurately recorded and assigned. The notetaker sends out notes, action steps, and details about the next meeting as a follow up. As necessary, the notetaker updates the next agenda. (see Prepare SEL Team Meeting Agendas)	
Communicator	Prepares and sends/posts communication about progress and next steps to share with the larger school community.	
Equity Monitor	Monitors air time and social dynamics within the meeting and reports out general observations (e.g. ratio of comments by gender, by race, by administrator:other staff, frequency of interruptions), to the group to ensure all team members are listened to and treated equitably. Reminds the team to consider the perspectives of stakeholders outside the meeting as well -- particularly groups that are often marginalized in the school’s decision-making.	
Welcome Captain	Focuses on the “climate” of the meeting by greeting team members as they arrive, planning and leading a short welcome activity, and bringing a snack.	

*Some roles can be permanently assigned to specific team members, while others can rotate from meeting to meeting.

**In addition to their responsibilities described in the School Guide, the team lead and administrator may take their turn being responsible for any of the roles listed above.