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## **RESPONSIBILITIES FOR ACTION TEAM MEMBERS**

### **Westlake Elementary School**

#### **New Carlisle, Ohio**

Clear roles and responsibilities help an Action Team function smoothly and effectively. The Action Team for Partnerships at Westlake Elementary School delegates responsibilities among team members at the first Action Team meeting of the year. During this meeting, the team elects the leader for the Action Team. The team leader oversees all meetings and coordinates work between meetings. Members of the Action Team also elect a facilitator, timekeeper, recorder, and a liaison to the Building Leadership Team. These members are responsible for running all Action Team meetings. The responsibilities for all other members of the Action Team include: coming prepared to actively participate in all meetings, completing assigned tasks between meetings, following ground rules and rules of operation, and supporting other members of the team.

The second set of responsibilities that are assigned at the first meeting of the year include selecting team leaders for committees based on the six types of involvement: Parenting, Communicating, Volunteering, Learning at Home, Decision Making, and Collaborating with the Community. Once team leaders are assigned, the other members choose the committee or committees on which they would like to serve. Members of the Action Team may change their responsibilities every year that they serve on the team.

By the end of the first Action Team meeting, all members know their roles and responsibilities. Understanding how their job fits within the larger team structure helps members do a better job and enjoy being part of the Action Team for Partnerships.

*William Gruber, Action Team Member*

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