

Crisis Plan: Crisis Team Meeting Roles

PURPOSE

This form provides guidance and clarity about the roles and responsibilities needed to support the functioning and productivity of the meeting. Team meeting roles can remain the same or change.

DIRECTIONS:

Use this tool to assign roles at the start of each Crisis Team meeting. Ensure those who are assigned roles understand what they are to do before, during and after the Crisis Team meeting.

CRISIS TEAM MEETING ROLES		
Meeting Role	Suggested Responsibilities	Examples of Team Members
Facilitator	<p>Person who leads and facilitates the discussion and planning and is responsible for creating (and following) the meeting agenda:</p> <ul style="list-style-type: none"> • Shares the agenda with the team members at the start of the meeting • Ensures all other roles are assigned at the start of the meeting • Reviews team norms at the beginning of the meeting and ensures adherence to them during the meeting • Maintains the flow/focus of the discussion 	<p><i>School psychologist</i></p> <p><i>School social worker</i></p> <p><i>School leader</i></p>
Note Taker	<p>Person who is responsible for taking notes during the meeting:</p> <ul style="list-style-type: none"> • Documents new students of concern • Records data discussed during the meeting according to the Student Support Response Plan (on <i>Direct Referral Form</i>), which includes the response taken, detailed response to the crisis, next steps, and outcome of meeting • Records next steps and inputs student information into data tracker • Provides verbal summary of the information recorded on the Student Support Response Plan • Sends out the notes to all members within 24 hours of the meeting 	<p><i>Any team member</i></p>
Timekeeper	<p>Person who ensures the meeting is running according to its allotted time:</p> <ul style="list-style-type: none"> • Alerts the team as to the passage of time and adherence to agenda time frames • Monitors the flow of the meeting to ensure that all items on the agenda are discussed within outlined time frames • States out loud at designated intervals the amount of time left for any given section of the agenda, as well as the amount of time left in the overall meeting 	<p><i>Any team member</i></p>