

## **Partnerships for Improving Community Health Leadership and Facilitation**

### **Team Roles Defined**

- **Leader:**
  - Coordinates all meeting logistics (scheduling, agenda, evaluation, minutes)
  - Coordinates and manages the team to ensure milestones are achieved
  - Coaches individuals to higher levels of performance & satisfaction
  - Works with team facilitator on the use of quality tools & methodologies
  - Keeps Partnership Coordinator apprised on progress
  
- **Facilitator:**
  - Focuses the energies of the team on defining and accomplishing desired meeting outcomes
  - Encourages full participation
  - Builds relationships between team members through effective communication
  - Encourages use of problem solving techniques
  - Provides a safe environment for risk taking
  - Models appropriate behavior
  
- **Timekeeper** – person designated to watch the use of designated time
  
- **Scribe:**
  - Captures ideas and records critical data visually with editing or paraphrasing
  - Checks to ensure appropriate information is recorded
  - Helps Leader & Facilitator keep track of information
  - Produces the meeting minutes
  
- **Team Member**
  - Uses quality tools & methods to complete work
  - Contributes specialized skills and knowledge to the partnership
  - Serves a representative on sub-groups with a stake in the issue
  - Prepares for all meetings
    - Completed assignments
    - Have reviewed previous meeting minutes
    - Identify issues for discussion
  - Attends all meetings or sends a delegate
    - Prepare delegate
  - Participates actively by:
    - Arriving on time
    - Abiding by the ground rules
    - Coming prepared
    - Keeping an open-mind & avoids judgment
    - Sharing ideas