



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

YES TEAM MEMBER ROLES AND RESPONSIBILITIES

Member Responsibilities

The responsibilities of Team Members are to:

- Serve as the contact point between the YES Team and your department on Team activities;
- Communicate Team activities, information and issues to your department head, supervisors, managers and department employees;
- Be a contributing member of a YES Team work group, complete assigned tasks between meetings;
- Attend Team meetings;
- Be an active participant in meetings and discussions;
- Share your knowledge and expertise; and
- Effectively represent the views of your department and/or division and other departments as assigned.

ROLE: Facilitator

- Prepare Agenda
- Open the meeting
- Review the agenda
- Make sure there is a notetaker and timekeeper
- Move through agenda one item at a time
- Keep team focused on agenda
- Establish an appropriate pace
- Facilitate discussions
- Manage participation
- Help team use appropriate decision methods
- Help team evaluate the meeting
- Gather ideas for next meeting's agenda
- Close the meeting

ROLE: Notetaker

- Capture key points for each agenda item
- Check with team for accuracy if necessary
- Highlight decisions and action items
- Capture future agenda items
- Prepare written minutes and agenda for next meeting
- Distribute minutes and agenda by the Friday following the meeting

ROLE: Timekeeper

- Keep track of time during meetings
- Alert team when time allocated for an item is almost up so the team can decide whether to continue the discussion or cut it short. Do NOT simply police the agenda

