Project Coordinator:
• Assigned by the president. Responsible for oversight, coordination and completion of project.

Executive Sponsors:
• Responsible for problems escalated by the Steering Committee.
• Review and approve recommendations put forth by Steering Committee.
• Support final recommendations report to the President and Leadership Council.

Steering Committee, led by Chairs:
• Provide overall direction for the work of the Engaging Excellence teams.
• Provides guidance and/or clarification on key issues such as hospital or governance policy, team objectives and charters, or other issues that may arise.
• Assists in providing resources or to get buy-in for the teams.
• Provide periodic updates to Executive Sponsors during project duration.
• Responsible for review and approval of team reports and final recommendations and prioritization.
• Review team outcomes with the Executive Sponsors, and provide report to the President and Leadership Council.
• Provide guidance for implementation of recommendations approved by the President and Leadership Council.

Team Chair:
• Ensures the smooth and effective operation of the team, making assignments, orchestrating activities, and overseeing preparation of reports and presentations.
• Provides clarification and guidance to team members.
• Serves as a contact point between the team and the steering committee.
• Monitor the work of members, assuring timely completion of assignments.
• Works with Team Facilitator to:
  o Facilitate the team process, ensure that all members participate during the meetings, prevents other members from dominating discussion, actively participates when appropriate, guides process, and uses positive interpersonal behavior.
  o Ensure that team decisions are made by consensus where appropriate.
• With the assistance of the team facilitator and recorder:
  o Prepares the meeting agenda, including time, date, and location; and ensures the necessary resources are available for the meeting.
• Presents team recommendations to other teams, Steering Committee, Executive Sponsors, and President and Leadership Council.
Team Member:
- Actively participates in meetings and shares knowledge, expertise, ideas, and information.
- Participates in as many meetings as possible and catches up on meetings missed.
- Carries out assignments between meetings such as collecting data, observing processes, charting data, and writing reports.
- Submits work in a timely manner.
- Participates in report preparation and presentation to the Steering Committee, Executive Sponsors, and President and Leadership Council for team recommendations and final report.
- Understands and is committed to team objectives.
- Respects other people’s contribution and is tolerant of individual differences.
- Acknowledges and works through conflict openly.
- Works for consensus on decision and is prepared to negotiate important points.

Team Facilitator:
- Works with Team Chair to:
  - Facilitate the team process, ensure that all members participate during the meetings, prevents other members from dominating discussion, actively participates when appropriate, guides process, and uses positive interpersonal behavior.
  - Ensure that team decisions are made by consensus where appropriate.
- Is aware of team dynamics and uses facilitation tools to help team process information and decision making.
- Acts as a resource to the team by intervening when necessary to keep the team on track.
- Provides feedback to the team concerning the effectiveness of the team process.
- Does not function as a team member or perform activities that the team can do.

Team Recorder:
- Documents the main ideas of the team’s discussion, issues raised, decisions made, action item and future agenda items.
- Schedules meetings (coordinates with team members’ support staff for scheduling as necessary).
- Posts agendas, minutes, meeting schedules to Blackboard in a timely manner.
- Posts reports, documents, or other resources to Blackboard.
- Participate as a team member.

It is suggested that each Team Chair(s), Facilitator, and Recorder will function as a “core” team. It is recommended that this core team take some time at the end of each meeting to debrief, highlight actions or assignments for inclusion in minutes, and set agenda for the next team meeting. The recorder and facilitator will advise the team chair, as necessary, of any problems with scheduling, assignment completion, utilization of facilitation tools for team processes, or other considerations that need attention.