




ROLES

&

RESPONSIBILITIES



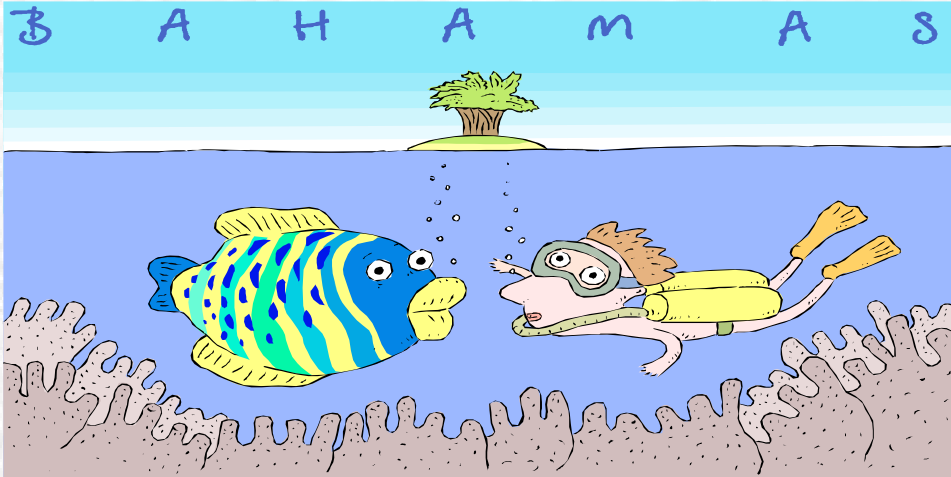


As a group, list and define all the qualities or skills you feel would be an asset or necessary to complete your circle project.

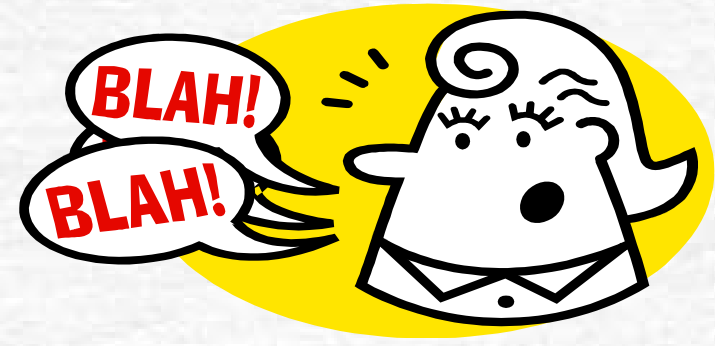
Most common ones are:



Communication Skills



Able to communicate with a variety of personalities

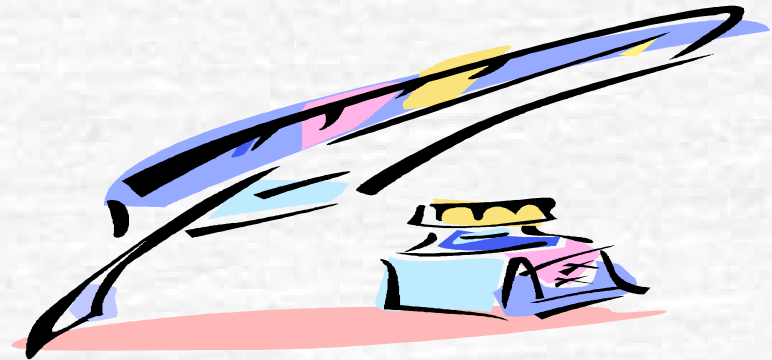


"Gift of Gab"

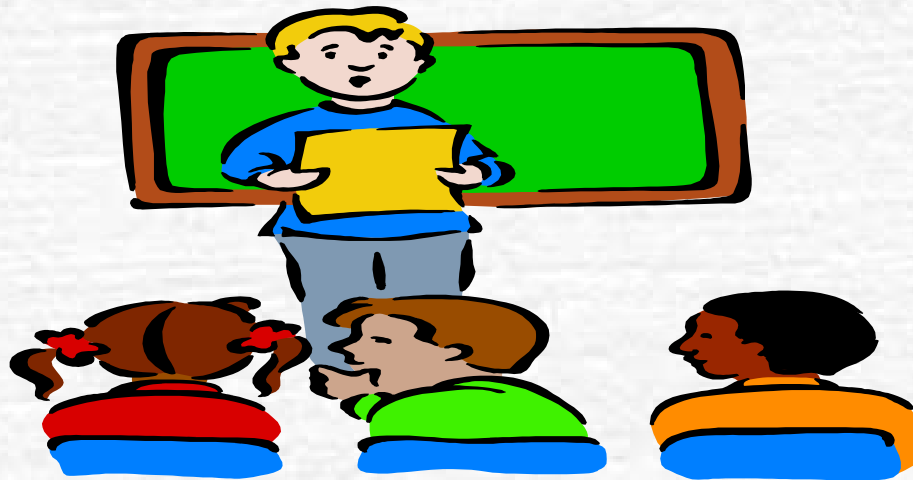


Interpersonal skills

Communication Skills



Writing / Reports expertise



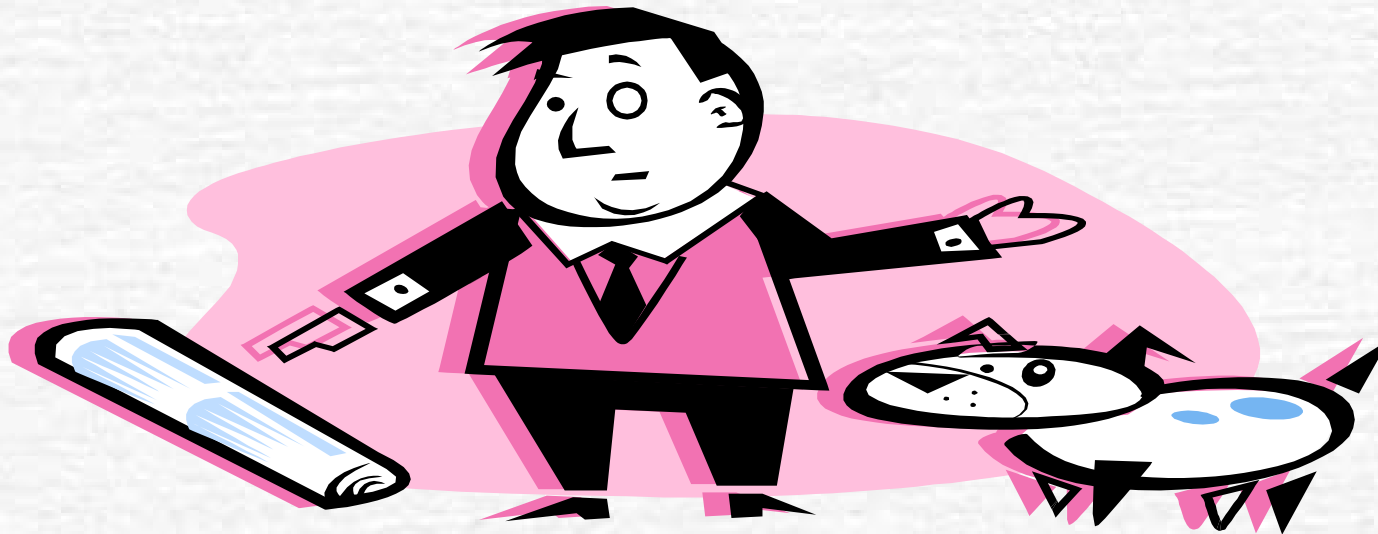
Public Speaking / Presentation skills

Organizational & Administrative Skills



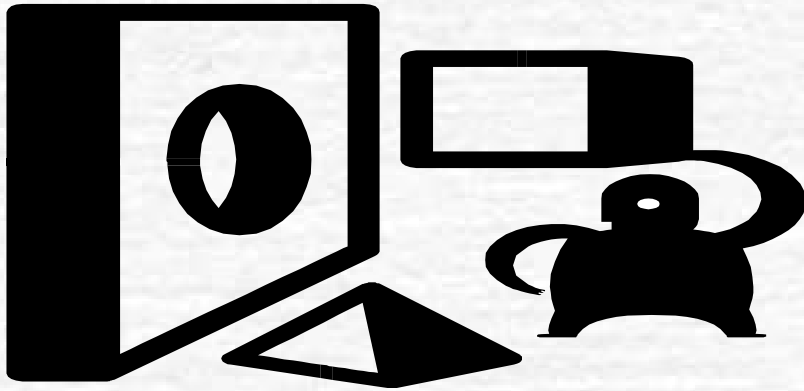
Administrative Skills

Highly organized – multi-tasking



Formal Training

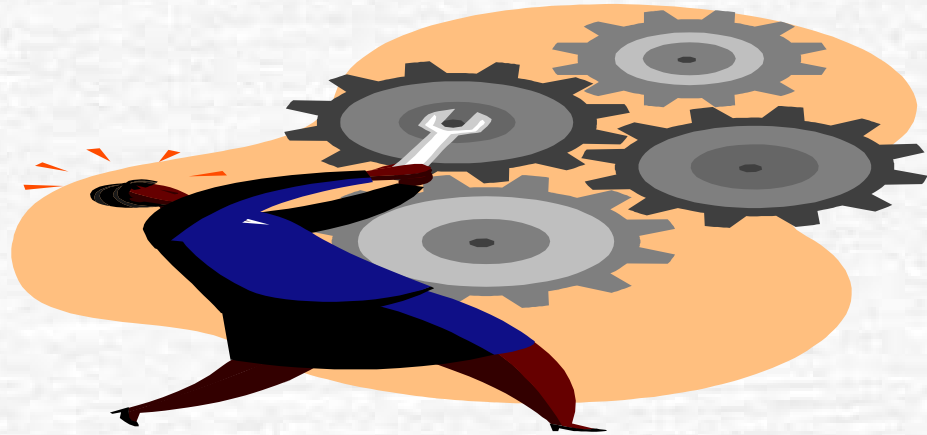
Experience / Trade Skills



Troubleshooting capabilities

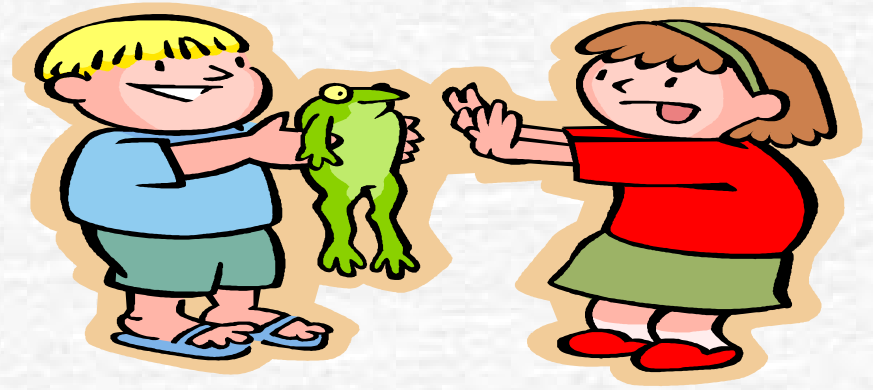
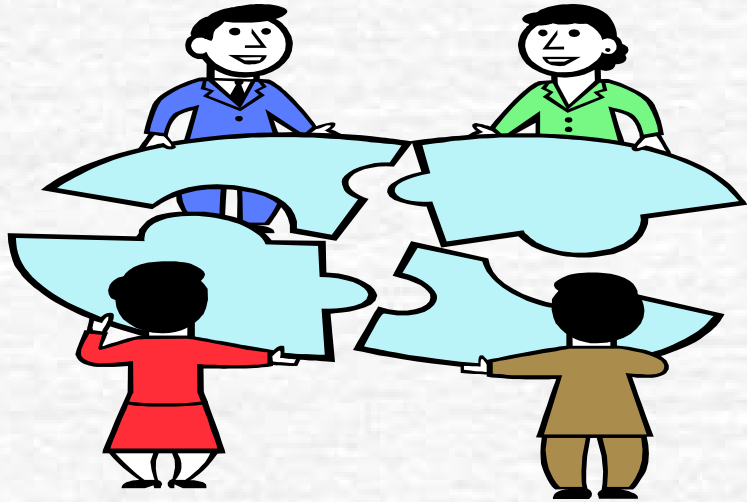


Length of Service



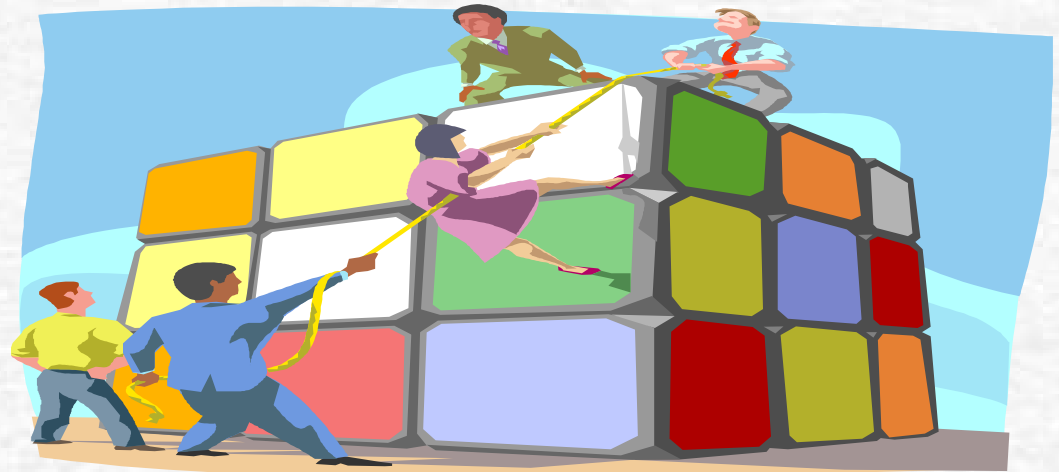
Technical skills

Team Player

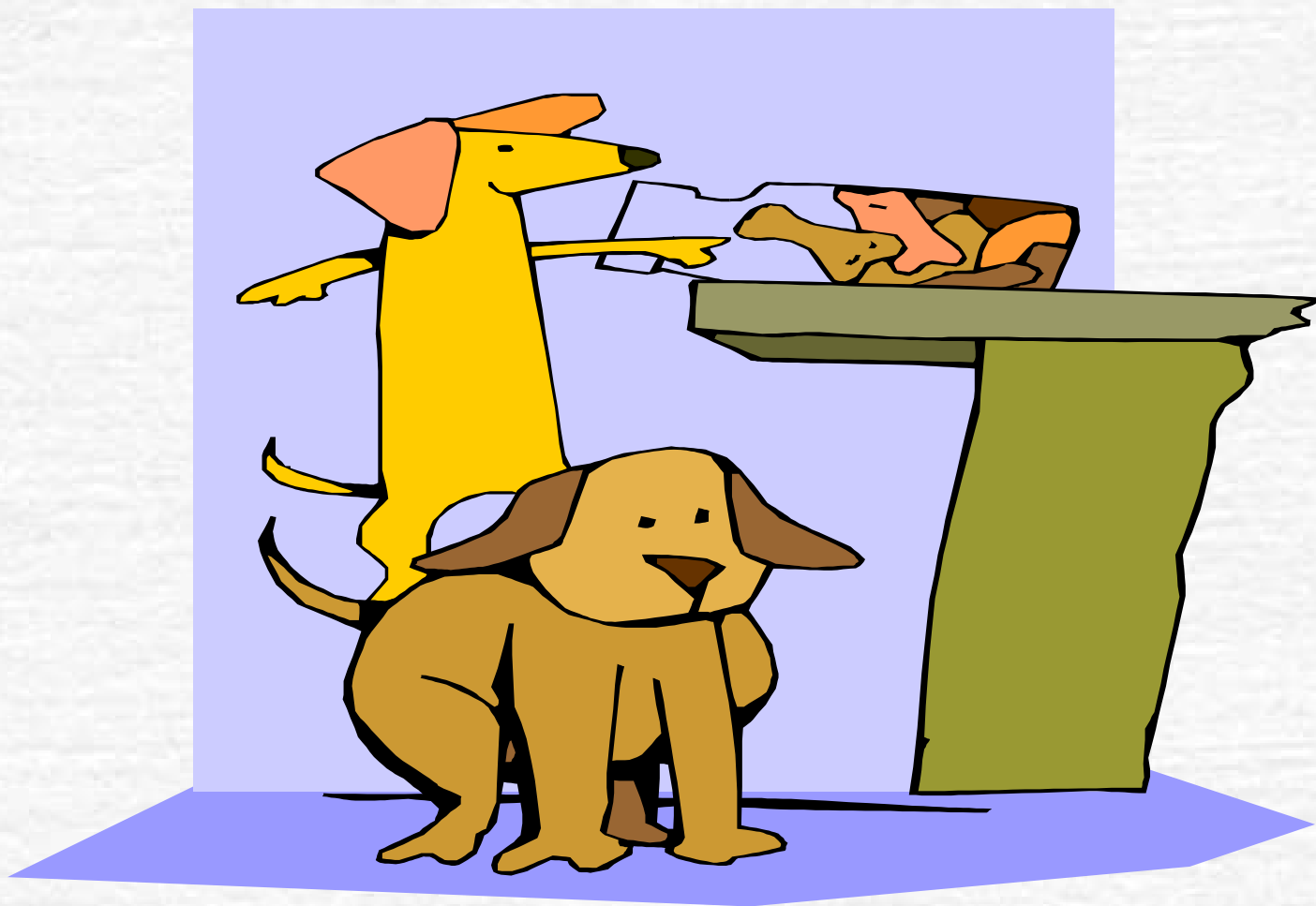



Sharing

...Teamwork



Creativity






After you have chosen the most desired/important qualities for your team, your next step is to define the roles and expected performance required of the team members.

Most common are:

**Leader, Sub-Leader, Recorder,
Technical Support, Team Players**





Create a scoring matrix to help evaluate which team player will be best suited for the various team functions.

Most common is a numeric scoring system:

5 pts – high skill

2 pts – low skill

4 pts – good skill

1 pts – light dusting

3 pts – average skill



Officer Selection Chart

Rating Matrix

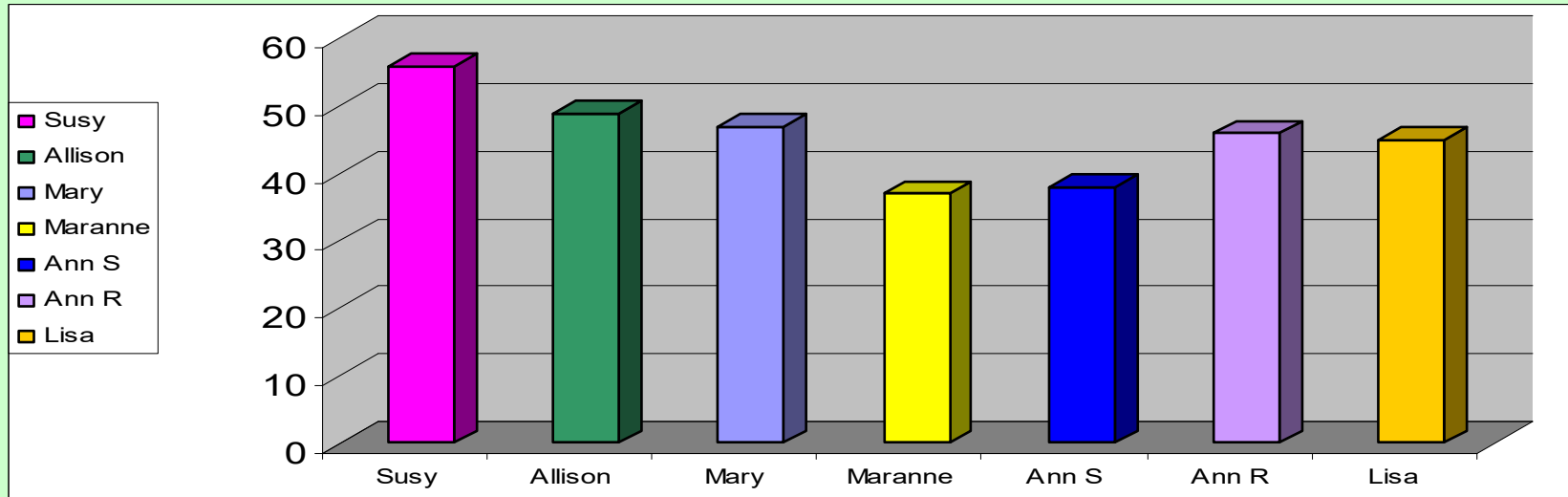
9-10 Highest in the group

6-8 Second highest in group

5 willing to learn

S	A	F	E	T	Y
S pecial skills (writing, talking)	A nalise Problems (5 why)	F ormal Training (lead role)	E xperience with GF Cirlces	T eam Player	Y ears employed with F&P

Members							Sum
Susy King	10	10	10	8	10	8	56
Allison Fowler	8	10	10	5	9	7	49
Mary Bonovento	7	8	9	5	9	9	47
Maryanne Damboise	5	5	7	5	8	7	37
Ann Schnack	5	5	5	5	9	9	38
Ann Richards	10	10	5	6	5	10	46
Lisa Devoe	10	10	10	5	5	5	45



Election Results

Team Leader **Susy King**
 Sub Leader **Allison Fowler**
 Seceretary **Mary Bonoveneto**

Problem Investigator **Ann Richards, Lisa Devoe**
 Data Collector **Ann Schanck Maryanne Damboise**
 Facilitator **Chris Korzenko**

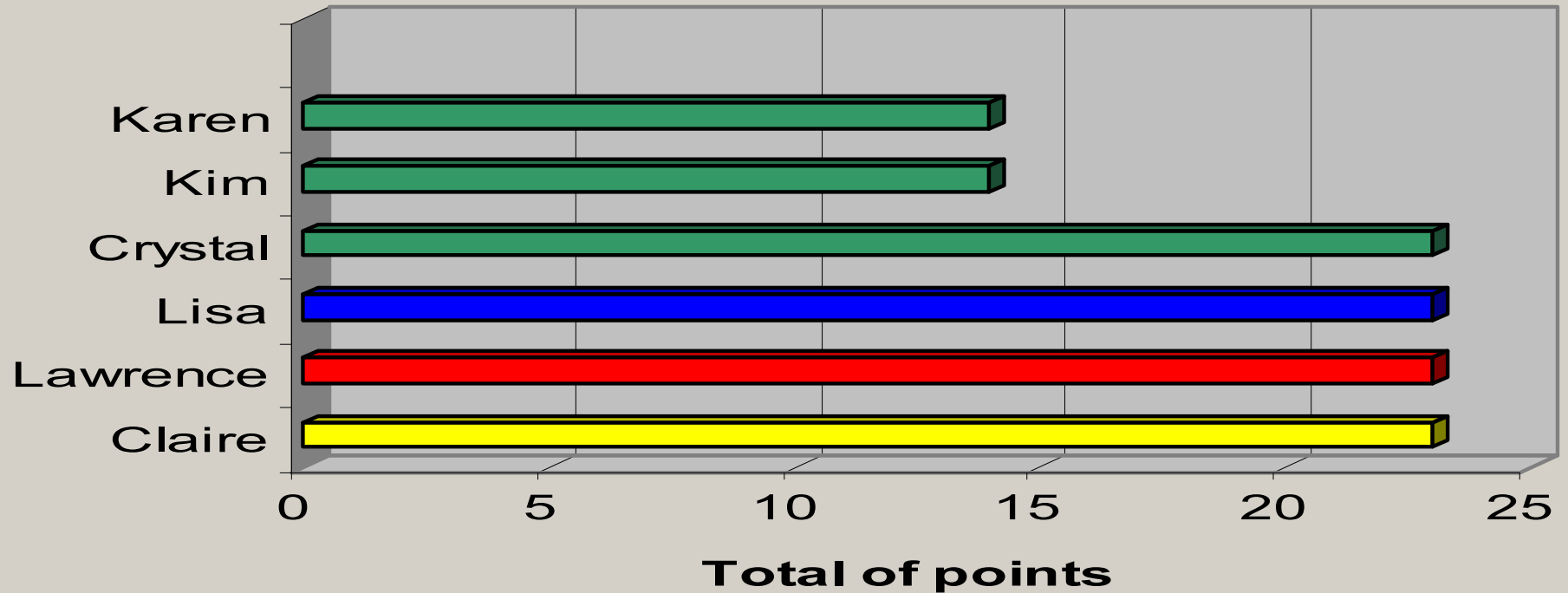
RESPONSIBILITY MATRIX


Name	Communication	Organization	Teamwork	Knowledge	Trouble Shooting	Total/25
Chris Strome	4.5	3.5	5	5	5	23
Rose Guibord	4	4	4	4	4	20
Jason Wright	4	3	5	3.5	4	19.5
Rick LeBlanc	3	4	5	4	4	20
Lisa Horan	4.5	5	5	4	4	22.5
Claudia Thornton	4	4	5	4.5	4	21.5
Dean Kendell	3	4	5	4	4	20

Table	Description
5	Exceeds expectations most of the time
4	Exceeds expectations some of the time
3	Completes expectations
2	Does not complete expectations some of the time
1	Does not complete expectations

Leader	Chris Strome
Sub-Leader	Lisa Horan
Recorder	Claudia Thornton

Skills	Claire	Lawrence	Lisa	Crystal	Kim	Karen
Team Work	5	5	5	5	3	4
Communication	5	5	5	5	4	4
Organization	4	4	5	5	3	3
Knowledge	4	4	4	4	3	3
Technical Skill	5	5	4	4	3	3
Total Of Points	23	23	23	23	16	17





THE

END

