

Dosage Probation Policy Team and Workgroup Leadership Roles and Responsibilities

Clearly defined roles and responsibilities are a characteristic of highly effective, collaborative teams of people. When roles and responsibilities are clearly defined, team members are more productive. There is less duplication of effort; less confusion, disappointment, and frustration; and greater productivity. When roles and responsibilities are clearly defined, team members look beyond their own positions to understand, respect, and value the unique contributions of one another. They recognize that the overall success of the team is a function of shared responsibility and ownership.¹

Leadership roles and responsibilities for the Dosage Probation Policy Team and Dosage Probation Workgroup are described below. The jurisdiction may identify and include other roles, such as official spokesperson or community liaison. When additional roles are chosen, the policy team or workgroup must discuss and agree on the associated responsibilities.

Chair

The chairperson presides over meetings to ensure they are planned and convened effectively, matters are handled in an orderly and efficient manner, and progress is made toward attaining the team's or workgroup's overall goals. Responsibilities of the chairperson include the following:

- Convene meetings according to the agreed-upon schedule.
- Plan meeting goals and agendas.
- Initiate and pace meetings, ensuring they begin and end on time, stay on track, focus on the stated goals, and are productive.
- Facilitate meetings, ensuring they flow smoothly.
- Ensure meeting records are accurate and updated as necessary.
- Monitor and address concerns regarding meeting attendance and participation.
- Draw upon meeting participants' unique experiences, perspectives, and skills to assist in achieving meeting and project goals.
- Be an ongoing "temperature taker" to identify and address or resolve the team's or group's strengths, accomplishments, and challenges.
- Model the standards or expectations for members' interactions and behaviors.
- Communicate regularly with internal and external stakeholders about the team's or group's status and progress.

¹ See [Activity 1K: Establishing Clear Roles and Responsibilities](#) in the National Institute of Corrections' [Evidence-Based Decision Making Starter Kit](#).

DOSAGE PROBATION

- Offer optimism, passion, and positive energy to all persons involved in or touched by the project, including people who are justice-involved and community stakeholders.

The chairperson for the Dosage Probation Workgroup may also be responsible for regularly attending policy team meetings for the following purposes:

- Streamline communication between the policy team and workgroup.
- Share information or deliver presentations to the policy team on particular topics.
- Provide input on behalf of probation during policy team discussions.

Depending on the jurisdiction's or agency's needs, there may be one or two co-chairpersons.

Coordinator

The coordinator organizes the logistics of the team or workgroup and communicates relevant information to members as needed. Responsibilities of the coordinator include the following:

- Schedule meetings.
- Arrange appropriate space for in-person meetings, secure and ensure meeting equipment is functional, and ensure other needs (e.g., food, beverages, close restrooms) are met.
- Arrange calendar invites and logistics pertinent to virtual meetings (e.g., video conference links, appropriate room setup)
- Collect and synthesize information and prepare documents as appropriate.
- Ensure members (and others as necessary) have the information, resources, and assistance needed to participate in meetings and complete the work.
- Draft and send correspondence as appropriate.

The coordinator may also fulfill the responsibilities of the recorder (described below).

Recorder

The recorder documents key comments and decisions made by the team or workgroup during meetings. Responsibilities of the recorder include the following:

- Take notes.
- Prepare official meeting records, including the presence or absence of members, decisions made, and items for action or follow-up.
- Amend meeting records based on member feedback.

The recorder's role may be fulfilled by the coordinator (described above).