

# Roles and Responsibilities of Team Members

There are generally four necessary support functions for the multidisciplinary team (MDT): Coordinator, Chair, Facilitator, and Secretary. In some MDTs, these functions might all be carried out by one or two people. For example, in some counties, a single individual on an MDT might carry out the functions of a Coordinator, Chair, and Secretary. In other, larger MDTs, separate individuals may be able to serve in each of these roles.

## Coordinator

The Coordinator manages logistical support for the MDT, including sending invitations for meetings and securing meeting space. The Coordinator may be a paid position – part of someone’s job description – but in many places volunteers will make the work happen.

## Chair

The Chair serves as the public face of the MDT, provides leadership to the MDT, and presides over MDT meetings.

## Facilitator

The Facilitator pays attention to the process of the MDT’s meetings, rather than the content, and helps the meetings flow in accordance with the agenda.

## Secretary

The Secretary takes attendance at meetings, records the minutes of the meeting, and distributes minutes to members (if agreed upon by the group).

## Roles and Responsibilities

Coordinator	Chair	Facilitator	Secretary
Secures meeting space	Presides over MDT meetings	Helps MDT meetings flow	Takes attendance
Sends meeting invitations	Provides leadership to the MDT		Records meeting minutes
	Acts as public face of the MDT		Distributes meeting minutes

## Duties Before, During, and After Meetings

Each of these roles generally has different tasks assigned to each role before, during, and after each meeting.

## Before the Meeting

The **Coordinator** takes the lead in keeping the member list, sending out meeting notices, arranging the meeting space, and having any information or resources ready for the discussion.

The **Chair** and the **Coordinator** collaborate to set and share the meeting agenda with MDT members.

If the MDT is engaging in case review, the **Coordinator** identifies cases and prepares them for review by the team. The **Coordinator** should only distribute confidential information about specific cases to MDT members who are legally permitted to receive that information.

## During the Meeting

The **Chair** calls the meeting to order, presides over the meeting, and enforces any agreed upon rules of engagement during the meeting discussions.

The **Secretary** takes attendance and notes during the meeting. The notes may be shared with the MDT members and serve as a record of the actions the MDT takes on behalf of the people it serves. If the records are kept on a digital platform, ensure it is readily accessible to the MDT members. These notes document the history of the MDT and are useful in orienting new members over time. Remember, confidential information about specific cases should not be distributed in meeting notes unless all MDT members who have access to the notes are legally permitted to receive that information.

In a case review MDT, the **Coordinator** might also be responsible for presenting case information for discussion.

The **Facilitator** helps the meeting flow in accordance with the agenda and facilitates discussion. While the **Coordinator** or the MDT member who called the meeting could act as **Facilitator**, there are advantages to having someone else fulfill the **Facilitator** role. It is hard for anyone to both facilitate AND participate in the content of discussions, so using an external facilitator (or at least someone who is not a service provider) might be advisable at times.

The **Chair** might end the meeting by leading the members in an information self-evaluation of whether members' expectations for the meeting were met, the extent to which the team's values were upheld during the meeting, and how the MDT wants to improve its work in the next meeting.

## After the Meeting

The **Coordinator** shares the minutes, saves the agenda and minutes to the MDT archives, and engages members to take any actions specified by case discussions.

**Individual MDT members** follow up on any action items discussed during the MDT meeting.

The **Coordinator** should maintain a roster of the members of the MDT and use that to help identify gaps in professional representation.

If new recruits join the MDT, the **Coordinator** orients them to the team before the next meeting.

### **Exercise: Define Your MDT Member Roles and Responsibilities**

Consider these questions as you think about your own MDT. Planning for roles and responsibilities among team members will be critical to the success of your team. If possible, consider completing this activity at an actual MDT meeting.

1. Who will provide logistical coordination of the meetings: scheduling, sending notices, arranging the meeting site, etc.?
2. Who will plan the agenda?
3. Who will facilitate the meeting?
4. Who will take notes during the meeting and distribute them afterwards?
5. Who will develop procedures to identify gaps in membership, reach out to potential new MDT members, present those members to the MDT for approval, and provide those new members orientation to set them up for successful participation?
6. How long will members serve in these roles?
7. What is the process we will use to fill these roles? Volunteers? Vote? Some other method?