

ROLE OF REGULATORY IMPROVEMENT PROCESS PARTICIPANTS

Team Members

- Writing team members must attend the six writing team meetings, June – November 2010
- Writing team members will make every effort to attend all meetings, to arrive on time, and to stay for the full meeting time.
- Writing team members will complete assignments, including reviewing resources that are given to them.
- Writing team members will actively listen to colleagues.
- Writing team members will be open to changes and adjustments to the process as required/appropriate.

Team Leaders

- Team leaders will initiate the content discussion during the writing team meetings.
- Team leaders will communicate with the facilitator regarding next meeting agendas, additional resource needs, etc.
- Team leaders will meet at the end of each writing team meeting to review progress and discuss any concerns.
- Team leaders will participate in any leadership discussions throughout the process.
- Team leaders will engage all team members in the conversations and decisions.
- Team leaders will meet all expectations of writing team members (see above).

Resources persons

- Resource person will document the discussion and decisions of the writing team meetings.
- Resource person is responsible for finding resources identified by the writing team members.
- Resource person will keep track of the primary research used as a basis for writing team work (i.e., if a state or compilation document is used as a resource, the R.P. will note the primary research that those documents used rather than the state/compilation document).
- Resource person will meet at the end of each writing team meeting to review progress and discuss any concerns.
- Resource person will communicate any suggestions, questions, etc. to the planning team for consideration.
- Resource person will assist team leaders with engaging all team members in the conversations and decisions.
- Resource person will assist with any logistical needs of the writing teams (e.g. video equipment, conference calls, etc.)