

GOLD STAMP COLLABORATIVE MEETING ASSISTANTS



Collaborative Champion (Liaison)

This person acts as liaison and key contact between the regional collaborative and the MRT Gold Stamp project coordinator. Responsibilities will include:

- Scheduling the room for monthly meetings.
- Forwarding any issues/questions collaborative members may have during the month to the coach and/or project coordinator.
- Notifying team leaders about any changes to the schedule.

It is important for this position to remain consistent to promote continuity of the group and maintain its focus on pressure ulcer prevention and management.

Team Leader

This person will act as the point person for each organization. Responsibilities will include:

- Forwarding any concerns/questions that may arise during the interim between meetings to the Collaborative Champion.
- Notifying team members of any communications from the project coordinator or the collaborative champion.
- Report at each meeting on the action plan progress of your facility.

Time Keeper

This person assists the Coach/Facilitator in assuring the meetings run smoothly and on time. Responsibilities will be:

- To observe the agenda time schedule and inform the Coach if time is running long etc. This activity may rotate among members.

Meeting Recorder

This person takes meeting minutes on a form provided by the Coach and returns to Coach at the end of the meeting. This activity may rotate among members.

Participant

- Each member will attend meetings or send an alternative member if unable to attend.
- Actively participate in meeting discussions and activities.
- Notify the collaborative champion and coach if unable to attend a meeting.
- Notify the collaborative champion and project coordinator of any change in agency representatives.