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## Olweus Bullying Prevention Program Coordinating Committee Members

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### *Roles and Responsibilities*

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### Find Your Voice Bullying Prevention Education

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So...you've been asked to be a part of your school's Olweus Bullying Prevention Program Coordinating Committee (OBPCC). Congratulations - your school community believes your contribution to your school's bullying prevention efforts is essential to its success! *BUT*, what does this mean for you?!

### OBPCC Responsibilities

An Olweus Bullying Prevention Program Coordinating Committee is a leadership team that acts as the engine for the Olweus program in your school. The OBPCC is particularly important in helping to launch and sustain the program over time. The specific responsibilities are as follows:

1. Attend a paid, two-day workshop along with the other Committee members. The workshop will teach your Committee how to implement and maintain the Olweus Bullying Prevention Program (OBPP).
2. Oversee the administration of an annual anonymous, standardized, validated online survey, called the Olweus Bullying Questionnaire (OBQ).
3. Develop school rules, policies and procedures that support and define bullying prevention.
4. Train other school staff, students and parents.
5. Oversee all of the five OBPP components (Individual, Classroom, School-wide, Community, and Parents).
6. Communicate with staff, parents and media about how the Olweus program operates in your school.
7. Coordinate the Olweus program with other programs, activities and events at your school.
8. Receive and utilize feedback from all staff as OBPP grows.

These responsibilities can be met as a group, or they can be divided up amongst individual Committee members, as your Committee sees fit. All of these responsibilities will be supported and guided by your Certified Olweus Trainer over an 18 month period following the two-day workshop.

### Composition of the OBPCC

An OBPCC is typically comprised of 8 – 15 members, depending on the size of the school (the larger the school, the more members are on a Committee). Membership should consist of School Administration, Teachers, Counselor/Mental Health Professionals, Non-teaching staff, Parents, Community representatives, Sports Team Coaches, and any other individual who plays a role in touching the lives of students in your school. Of this group, one person must be the Chair of the OBPCC, one person must be the Secretary, and another must be the person who liaises with your Certified Olweus Trainer on at least a monthly basis, either in person or by phone or email. The Liaison role can also be filled by the Chair of the OBPCC, as determined by your Committee.

**Need more information?** Please contact Karen Kondor at Find Your Voice Bullying Prevention Education – [karen@findyourvoiceconsulting.com](mailto:karen@findyourvoiceconsulting.com), or 1-780-722-9063.