



Establishing Roles & Responsibilities

Setting expectations about how you will work together as a group is an important step in any community collaboration. Clarifying roles, responsibilities, and commitments to one another will help ensure success and limit frustrations.

The following activities can help establish roles and responsibilities. You can write down your responses on a piece of paper.

Activity 1: Reflect and Share

Think of the kind of roles you've played in past group or committee work. As you think of specific examples for the following questions, consider whether the roles were mainly task-based or more emotional/social:

- What type of roles have you liked – where you have felt you've been effective in making contributions to the group purpose?
- What type of roles have you disliked or felt ineffective in making a contribution?

Activity 2: Choosing our Roles and Processes

Based on what you learned from **Activity 1**, please complete the following:

1. As a group we agree to meet [specify how often and at what times].

- When: [your answer]
- Where: [your answer]
- How (phone calls, zoom meetings): [your answer]

2. Is there an expectation of being committed to this group for a specific duration? If so how long (6 months, 1 year, etc):

[your answer]

3. What tasks need to be done and who will be doing them?

- Chairing meetings: [your answer]
- Setting meeting agenda: [your answer]
- Take meeting notes: [your answer]
- Booking meetings (setting up zoom): [your answer]
- Treasurer: [your answer]
- Communications & Outreach (posters, emails, etc): [your answer]
- Other: [your answer]