



Coalition Roles and Responsibilities Worksheet

One of THE most important things you can do to support coalition engagement is to get really clear on your purpose, roles and responsibilities as staff, coalition leaders and coalition members. Use this worksheet to guide you through a process for clarifying roles and responsibilities. You can do this initially for your coalition overall and then use this to consider each of your workgroups, teams or committees. This process may also help you prioritize which workgroups, teams or committees you have capacity to support.

What is your purpose as a coalition? (Why do you exist, who do you serve, how do you work?)

What are the top 3-5 roles for your coalition overall?

What are the key roles and responsibilities for your coalition staff?

SOME POTENTIAL IDEAS FOR STAFF INCLUDE:

- Provide Infrastructure
- Lead and/or manage the coalition
- Communicate
- Plan and organize meetings (Draft agendas, manage logistics, notes, recordings, locations, etc.)
- Facilitate Meetings
- Connect coalition members to one another
- Organize membership lists
- Recruit (train) new members
- Maintain a strategic plan
- Coordinate workgroups, committees or teams
- Seek funding to support the coalition
- Evaluate coalition efforts



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What are the key roles and responsibilities for your coalition leaders?

SOME POTENTIAL IDEAS FOR LEADERS INCLUDE:

- Provide input on agendas
- Facilitate meetings
- Make recommendations
- Set priorities
- Recruit new members
- Serve as spokesperson(s) for the coalition
- Network, coordinate and/or collaborate with staff and other coalition members
- Leverage the work of their own organization to support the coalition overall
- Find ways for the coalition's work to support their own organization
- Provide content to be included in coalition communications
- Share resources and products from the coalition with their staff, volunteers and other partners

What are the key roles and responsibilities for your coalition members?

SOME POTENTIAL IDEAS FOR MEMBERS INCLUDE:

- Provide their expertise
- Make recommendations
- Actively participate in meetings
- Network, coordinate and/or collaborate with staff and other coalition members
- Leverage the work of their own organization to support the coalition overall
- Find ways for the coalition's work to support their own organization
- Provide content to be included in coalition communications
- Share resources and products from the coalition with their staff, volunteers and other partners



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Once you have considered the types of roles that your staff, coalition leaders and/or members will play, it is important to get specific about which staff person, coalition leader and member will take on which role. This table below provides an example of how you may want to organize the information.

Name of Staff, Coalition Leader or Member	Name of Organization or Title (if staff member)	Roles and Responsibilities	Associated workgroup, team or committee (as applicable*)

*Not all roles and responsibilities are associated with specific workgroups, teams or committees. Use this as it is relevant and leave it blank when it's not!

Include additional notes or ideas on roles and responsibilities here: