



Member Roles and Responsibilities

The process of determining group roles and responsibilities is a GROUP process. Members themselves should determine, and re-evaluate periodically, reasonable expectations and responsibilities. You will determine what information to discuss based on your own group. Dialogue should include, but is not limited to:

- Agreement on contributions and expectations of partners
- Assessment of members' needs, interests, talents, and skills
- Determining decision making processes
- Sharing of team risks, rewards, and responsibilities
- Agreeing on financial and reporting responsibilities

Conduct a Capability Inventory:

This is a great way to get skills and talents mobilized within the group. Your objective is simply to obtain information about group members' capabilities and skills/knowledge. Before the meeting, determine what skills or talents will be needed in order to get the group's work accomplished. Write these on flip chart paper, post the charts on easels, and put them in different areas of the room with a supply of colored markers. After reading off the "skills", ask members to go around the room to sign up under the areas in which they have some experience or knowledge that they would be willing to share. (Be sure to leave a few blank sheets up so members can add more skill areas). This is a great way to assess both individual and organizational capacities.

Some possible skill areas to assess:

Working with youth media
Advocacy work
Producing newsletters or other communication products
Writing grants
Meeting with elected officials or youth commissions
Neighborhood organizing
Youth enrichment activities
Talking with peers
Community fundraising
Others????

What's next?

After skills are identified, the next step is to ask members what support they will need in order to fulfill their roles. Members may need specific information, tools, access to community resources and people, and it is the coalition's responsibility to provide such support to one another.

Memoranda or Agreement/Letters of Commitment

Memoranda of agreement (MOA) or letters of commitment help to clarify individual and/or organizational roles and responsibilities by documenting the agreement. Most agency or organizational partnerships require some type of written agreement. Agreements work through negotiating what members can and want to bring to the table.

At the very least, MOA or letters of commitment should contain the following elements:

- The member's commitment to the vision, mission, and goals of the collaboration.
- What the member might expect in return for its participation.
- How much time the organization can commit to the effort.
- The contributions the organization can make in terms of financial and human resources, expertise, linkages, and so on.

Joint Agreements

Try this checklist to create the joint agreements between organizations:

- What **degree of closeness** have all organizations agreed on for the joint agreements (e.g., lead agency, community-wide, inter-agency committee, incorporation)?

- What authority will each member have or exercise?

- Which responsibilities will each member fulfill?

- What kinds of powers and other resources will each member contribute?

- Who signs the agreement?

- What important policies, operations, procedures have to be changed within each member group to further the collaboration, and what is the plan for making these changes?

- Who has responsibility for drafting agreements and negotiating any differences among members?

