

# Exploring Ways to Work Together

## Worksheet: Determining Member Responsibilities

The starting point for all well-functioning workgroups is determining what needs to get done and who's going to do it. Collaborative teams are no exception. Clarifying the expected member roles and responsibilities will not only help you attract new members but also retain existing members over time by ensuring the time members dedicate is well-spent and meaningful.

This worksheet is designed to help collaborative workgroups of all sizes do two things: (1) connect planned workgroup activities with associated responsibilities, and (2) assign these responsibilities to individual members. This tool provides a blank member responsibility worksheet, followed by an example worksheet completed for a state epidemiological workgroup comprising members from multiple organizations and disciplines.

**Important Note:** If possible, involve all group members in completing this worksheet. Clarify that the expectation is not for all members to assume equal levels of responsibility, recognizing that different members will have differing levels of interest and time to devote to workgroup activities. Be sure to present tasks and responsibilities as *opportunities* for participation, rather than expectations. If there are a significant number of tasks remaining once the team has finished completing the worksheet, you may want to consider recruiting additional members to fill those gaps or revisit these responsibilities at the next meeting if you suspect members are feeling overwhelmed. *Remember: What the workgroup is able to do will determine what it is going to do.*

### Directions

- Make a list of all **planned workgroup activities**, as well as all sub tasks associated with these activities.
- In the chart below, list all **current workgroup members** in Column A.
- Identify each member's **role in prevention** in Column B.
- Have each workgroup member identify one or more planned workgroup **activities to work on**; list these in Column C.
- Have each member identify **tasks associated with each activity** for which s/he would like to be responsible. List these workgroup activity responsibilities in Column D. Responsibilities may include, but are not limited to: member recruitment, relationship-building,

meeting coordination, communication, community capacity building. Note that individual members may work on several tasks, and that some tasks may require the involvement of multiple members.

- Write down in Column E any **notes** that will help to clarify member responsibilities (e.g., member availability, desired future responsibilities).

## Determining Member Responsibilities

### Workgroup Activities:

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A. Name	B. Prevention Role	C. Workgroup Activities <i>(from list above)</i>	D. Associated Responsibilities	E. Notes

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**Example:** State/Tribe Epidemiological Workgroup

Name	Prevention Role	Workgroup Activities	Associated Responsibilities	Notes
Jenny Smith	Epidemiologist	<ul style="list-style-type: none"> <li>▪ Determine data needs and gaps</li> <li>▪ Develop state and community epidemiological profiles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data analyses</li> <li>▪ Report writing</li> <li>▪ Data presentation and dissemination</li> </ul>	Also interested in being involved with providing training and technical assistance to communities
John Smith	Epidemiological Workgroup Chair	<ul style="list-style-type: none"> <li>▪ Convene workgroup quarterly</li> <li>▪ Build and maintain workgroup membership</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting coordination</li> <li>▪ Communication</li> <li>▪ Member recruitment</li> </ul>	
Josephine Smith	NPN	<ul style="list-style-type: none"> <li>▪ Build and maintain workgroup membership</li> <li>▪ Establish prevention priorities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Member recruitment</li> <li>▪ Relationship building</li> <li>▪ Decision making</li> </ul>	Loves doing networking and relationship building
Jerry Smith	Grant Coordinator	<ul style="list-style-type: none"> <li>▪ Build and maintain workgroup membership</li> </ul>	<ul style="list-style-type: none"> <li>▪ Member recruitment</li> <li>▪ Relationship building</li> </ul>	
Jackie Smith	Stakeholder	<ul style="list-style-type: none"> <li>▪ Establish prevention priorities</li> <li>▪ Coordinate with partners within state and access data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Decision making</li> <li>▪ Data access</li> </ul>	Will not be able to attend meetings between May and July