



## Worksheet: Developing team roles for ACF Community Groups

**How can you make sure your group's meetings and actions happen in a way that shares the load and gives everyone a role?**

1. Discuss the roles below – will they share the work effectively? Are there other roles you'd like to add?
2. **Go around the circle** and ask each person: **1) what experience and talents they** might contribute to the team and **2) what they are interested in learning in more detail** (30 seconds each).
3. How might these talents match up to particular roles? Are there any clear "fits"?
4. Use your team decision making process to assign final roles.
5. Work out how you will hold each other accountable for your roles – how do we make sure we do what we say we'll do and support people when they can't?

**Note:** These team roles should not be seen as permanent. For the team to be strong, all leaders should have to earn leadership by carrying out responsibilities relevant to the role they seek.

<b>Role</b>	<b>Examples of tasks</b>	<b>Interested team members &amp; related skills/talents</b>
Group Coordinator (Contact point for ACF Organisers)	1-2 people responsible for overall group coordination. This involves developing meeting agendas and facilitating group meetings and working directly with an ACF Organiser to ensure your group is connected with ACF's National Campaigns and strategy.	
Group Coordinator	As above – having two people shares the load!	
Meeting Coordinator	This person supports the group by scheduling and reserving spaces for regular group meetings. They also take and share meeting minutes and coordinate any other meeting logistics like coordinating any snacks and/or refreshments for meetings.	
Group Communications/ Social Media	This person is responsible for facilitating group communications in between meetings and events. This	



Coordinator	could mean moderating your group's Slack Channel or Facebook group as well as promoting upcoming meetings and events to your group.	
MP Engagement coordinator	This person is responsible for researching your MP, tracking their events, scheduling lobbying meetings with them, honing group talking points with ACF, and following up your MP after the meetings.	
Media and communications coordinator	This person is your group's designated media contact. They are responsible for drafting and sending media releases for local group events and for building relationships with local media contacts. They could also be involved in coordinating social media.	
Events coordinator	The Events Coordinator helps ensure your group's public events and actions are a success. They help reserve spaces for the events and create event pages to promote them.	
New Membership Officer	They help grow and maintain your group's membership by building relationships with new members, distributing and collecting meeting and event sign-in forms and following up with new volunteers to invite them to the new meeting or event.	
Other role?		