

How to Establish Team Roles

Effective Leadership Through Delegation

Simply put, one person can't do it all. Team roles define who will be responsible for what. It is important that every team member is involved and has a useful job to do. Remember that roles tend to develop over time as the team gains experience. Check-in about roles and positions periodically to make sure everyone feels comfortable and included.

Assigning Roles

In any group, there will inevitably be many different types of personalities and talents. When team members have responsibilities that match their strengths, it is much more likely that they will enjoy what they are doing and do it well. For example, a member of the team who is quiet and artistic may be excellent at creating flyers and other promotional materials, but may not be as excited about doing public speaking.

It's also important to think about work styles. Some people like to be in charge of an activity, while others like to "pitch in" without having full responsibility. Other team

members may prefer an on-going solo task that is theirs alone to accomplish. Assess each person's work style and assign tasks that complement that style.

Example Roles

Team Leader

A team leader is usually responsible for the general operations of the project. Everything should be a team effort, but with defined leadership things will run much more smoothly. A team leader should be organized, able to work with different types of people, and a good listener. First and foremost, team leaders should know how to treat everyone with respect.

Membership/Recruitment

The membership and recruitment team member usually likes working with people as is willing to reach out to possible new members through events or by word of mouth. The team member in this role is also responsible for managing the list of volunteers and potential members.

Public Relations

The public relations team member is responsible for advertising the project through media networks, marketing materials, and word of mouth. A public relations person should have strong communication skills, fully understand the mission of the venture, and be able to articulate the mission to interested parties.

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Fundraiser

The fundraising team member should be comfortable researching and approaching individual donors and businesses. The fundraising person should be well organized and determined since it can be easy to give up when a donor says “no!”

Treasurer

The treasurer team member is responsible for keeping correct and up-to-date records of the team’s money. The treasurer should also be in charge of making sure the group stays within the budget. He or she should be fairly organized and comfortable working with the budget.

Secretary

The secretary team member is responsible for keeping meeting minutes, sending out memos, and keeping various records. Often the Secretary is an organized individual who likes to plan.

Other Tips on Team Management

Determine the size of your team.

Think about the number of team members needed to accomplish each goal and keep the size of the team manageable.

Know your team.

Think about your team members individual and collective: reputation, networking relationships, ability to bring in resources, and their expertise. They have resources to offer.

Define your image.

Think about the goals of your project and

determine what it is that your team wants to be known for and what audience you’d like to reach. You must know your target audience.

Use the whole team’s resources.

Network, Network, Network! This will help you get yourself and your group into the community and more involved.

Know yourself, your abilities and limitations.

A core component of successful leadership is emotional intelligence, which includes Self Awareness, Self-regulation, Motivation, Empathy, and Social Skills.

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