

WORKSHEET

Developing Role Descriptions

The following pro-forma will assist you to draw up role descriptions for the Management Committee and office-bearers, using a separate sheet for each role.

Role title: _____ (E.g. Chairperson)

1. What? List all the specific duties and responsibilities associated with the role.
2. When? When and how often will meetings be held (day, eve, weekly, monthly, etc)? How much time commitment required?
3. Where? Where will meetings take place? Are there an access issues?
4. With whom? Size of committee? Sub-groups? Direct contact with staff? Team skills?
5. Support & Training? What support will be offered? What induction will be provided, etc?

6. Expenses? What expenses do you offer (travel, telephone, etc)? Will people be out of pocket?
7. Motivational Factors/Benefits? What does the role offer the individual (a challenge, development opportunity, a chance to change things, etc)? How will you “sell” this?
8. What particular skills, experience, or qualities are needed for this particular role?