

Enhancing the Structure and Function of State/Tribe Epidemiological Workgroups

Member Responsibilities Worksheet

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

This worksheet is designed to help epidemiological workgroups do two things: (1) connect planned and/or required workgroup activities (e.g., epidemiological profile-development) with associated responsibilities (e.g., data analyses), and (2) assign these responsibilities to individual members. Epidemiological workgroup leaders, such as the epidemiologist or workgroup chair, can complete this worksheet on their own, or with the input of other workgroup members.

Step 1: List all current epidemiological workgroup members. Enter the names in the table below, in **Column A**.

Step 2: Identify each member's current (e.g., epidemiologist, epidemiological workgroup chair, National Prevention Network representative, Single State Agency representative, SPF SIG/TIG and PFS project directors/grant coordinator, evaluator, stakeholders). Write down each member's role in **Column B**.

Step 3: List all planned workgroup activities in **Column C**.

Step 4: List all member responsibilities needed to complete identified activities. Responsibilities may include (but are not limited to): member recruitment, relationship building, meeting coordination, communication, decision making, data access, data analysis, report writing, data presentation/dissemination, community capacity building. In **Column D**, assign these responsibilities to specific workgroup members (recognizing that some members may share the same responsibilities).

Step 5: List any additional comments that will help to clarify assigned responsibilities (e.g., member availability, desired future responsibilities) in **Column E (Notes)**.

Member Name (A)	Role (B)	Activities (C)	Associated Responsibilities (D)	Notes(E)



EXAMPLE:

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

