**Roles & Responsibilities**

Regardless of the membership of your planning team, and regardless of what your planning team is called, it is important to be clear about the roles and responsibilities of your planning team.

Here are some **common roles and responsibilities that may be relevant** to your planning team. You may identify other roles and responsibilities, or the entity that formed you may have some different or additional expectations.

* Provide insight and direction
* Identify and engage a wide variety of partners and community members
* Document and incorporate partner and community input
* Communicate progress
* Ensure deadlines and requirements are met
* Document needs, resources, and assets
* Prioritize needs and propose solutions

**Sample Broadband Responsibility**

* Document and incorporate partner and community input on:
  + Accessibility
  + Adoption & Digital Literacy
  + Affordability
  + Inclusiveness

Planning Team Operations

Our Vision:

Team Roles & Responsibilities

Choose from those listed at the left and/or add your own below.

**Our best practices for operating efficiently and ethically:**

Meetings

1. When the group meets, what constitutes a quorum? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Will meetings be open to the public? \_\_\_\_\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_\_\_\_No
3. How often will the workgroup meet? Tip: set standard dates, time, and location at your first meeting.

Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Team Member Roles

**Who will serve the following roles?**

Local Team Leader (champion, meeting convenor, facilitator)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will we take notes? (a specific person, rotating responsibility, etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will we tap into for outside resources like technical assistance? (facilitation, mapping, finance, legal, zoning, permitting, etc)

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Who are the core team members? (regular planning meeting attendees)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Communications and Files

Use this section to determine how your team will communicate and how you will share files.

Which modes of communication will we use to communicate with each other?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What needs to be communicated after each meeting? (e.g. decisions, action steps, assignments, deadlines)

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Who is responsible for this communication?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will documents, worksheets, drafts, and other information be stored?

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Will the Planning Team have access to the files? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

Adapted from: National Digital Equity Extension Team (NDEET), 2022.