



Assigning roles and responsibilities

A lack of clarity over the roles and responsibilities that partners need to perform can lead to the development of problems within the partnership. It is therefore important that partnerships have a shared and documented understanding of how its roles and responsibilities have been delegated.

The template below is an example of how these roles may be brainstormed and recorded.

Once you have recorded the roles and responsibilities of partners, this information should be noted by the partnership's governance body and included as part of the partnership's work plan.

What do we want to achieve? What skills and experience do we need? Responsibility By when?

Source: VCOSS Partnership Practice Guide: Commencing the Partnership









