Assigning roles and responsibilities

A lack of clarity over the roles and responsibilities that members need to perform can lead to the development of problems within the network. It is therefore important that networks 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 members, this information should be noted by the network's governance body and included as part of the network's work plan.

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

Source: VCOSS Network Practice Guide: Commencing the Network