

Community Democracy River

CLARIFY ROLES AND RESPONSIBILITIES

Clarify Roles + Responsibilities

- Strong collaborations and coalitions are important to move any change work forward. It can also be a challenge to bring different voices, ideas, skills, and needs into the room.
- Taking the time early – and ongoing – to clarify each member’s unique contributions, challenges, and role in the work can help increase trust, capacity, and productivity.

River point: Current – clarifying out roles and responsibilities for coalition members and partners is important to pull any Lever.

Strengths:

- Relationship Building & Feeling
- Influencing & Motivating
- Thinking & Strategy

Decision-Making Power: Community

When building a coalition, helping each person figure out what their role is important. Without taking the time to do this – and continuing to reflect on it as the group move forward – it can lead to people feeling undervalued, ignored, overworked with feelings of frustration, burn-out, and distrust.

Step 1: Figure out individual strengths: There are many ways to help everyone name their strengths or skills. Here are two ideas:

- [Community Strengths Quiz](#)¹
- [Social Change Ecosystem Map](#)

Step 2: Complete the Group Strengths + Challenges activity below.

Step 3: Assign Roles and Responsibilities using [MOCHA](#).

Step 4: Continue to come back to these roles over time and as work shifts and changes.

¹ Adapted from Gallup’s CliftonStrengths: <https://www.gallup.com/cliftonstrengths/en/253715/34-cliftonstrengths-themes.aspx>

This resource is part of Fair Shake Environmental Legal Service’s Community Democracy River.

For more information and additional resources, tools, and levers, visit: <https://www.fairshake-els.org/community-organizing-resources>.

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Group Strengths + Challenges: Use this modified SWOT (strengths, weaknesses, opportunities, threats) analysis to bring new individuals or groups together, find what the skills and gaps of the group are, and how they match with opportunities or challenges the group is facing. This can help the group figure out what to focus on now using their collective strengths and can help each group figure out what their unique role is within the group. Brainstorm boxes #1-4 first, then look at how the boxes intersect with each other for boxes #5-8.

	<p>1. Internal Strengths + Resources (In this box, all individual or group's strengths or resources they can contribute)</p>	<p>2. Internal Weaknesses + Gaps (In this box, list all individual or group's challenges they feel held back by.)</p>
<p>3. External Opportunities (In this box, list all the opportunities that exist that the group sees they can work on.)</p>	<p>5. Where we focus now! (In this box, brainstorm all the opportunities that match the group's strengths and resources. These could be shorter-term work and quick wins.)</p>	<p>6. Where we grow! (In this box, brainstorm new partners, skills, or capacity the group needs to build to meet the opportunity.)</p>
<p>4. External Challenges (In this box, list all of the challenges or threats the group may face in their work.)</p>	<p>7. Where we focus in the future. (In this box, brainstorm how the group can use their strengths to overcome challenges.)</p>	<p>8. Where we pause. (In this box, write those ideas, activities, or actions that do not make sense based on the group's gaps and external challenges.)</p>

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