

Team Building

Team Roles

Team roles define who will be responsible for what. It is important that every team member is involved and has a useful job to do.

Assigning Roles

In a group, there will inevitably be many different types of personalities and talents. When deciding each team member's role, it is important to match his/her skills, interests, and goals to his/her role. When team members have responsibilities that match their strengths, it is much more likely that they will enjoy what they are doing and do it well. For example, a member of the team who is quiet and artistic may be excellent at creating flyers and other promotional materials, but may not be as excited about doing public speaking.

It's also important to think about work styles. Some people like to be in charge of an activity, while others like to "pitch in" without having full responsibility. Other team members may prefer an on-going solo task that is theirs alone to accomplish. Assess each person's work style and assign tasks that complement that style.

Example Roles

Below are a few examples of different positions your Venture may have. Find out what your Venture needs and what works best for your team. Remember that team roles tend to develop over time and often change as the team gains experience. It might be helpful to check-in about roles and positions periodically to make sure everyone feels comfortable and included.

Team Leader: A team leader is usually responsible for the general operations of the Venture. Everything should be a team effort, but with defined leadership things will run much more smoothly. A team leader should be organized, able to work with different types of people, and a good listener. First and foremost, team leaders should know how to treat everyone with respect.

Membership/Recruitment: The membership and recruitment team member usually likes working with people as is willing to reach out to possible new members through events or by word of mouth. The team member in this role is also responsible for managing the list of volunteers and potential members.

Public Relations: The public relations team member is responsible for advertising the Venture through media networks, marketing materials, and word of mouth. A public relations person should have strong communication skills, fully understand the mission of the Venture, and be able to articulate the mission to interested parties.

Fundraiser: The fundraising team member should be comfortable researching and approaching individual donors and businesses. The Fundraising person should be well organized and determined since it can be easy to give up when a donor says "no!"

Treasurer: The treasurer team member is responsible for keeping correct and up-to-date records of the team's money. The treasurer should also be in charge of making sure the group stays within the budget. He/She should be fairly organized and comfortable working with the budget.

Secretary: The secretary team member is responsible for keeping meeting minutes, sending out memos, and keeping various records. Often, the secretary is an organized individual who likes to plan.

More YV Tip Sheets

Check out these additional YV Tip Sheets:

- [Taking Minutes](#)
- [Sustainable Membership](#)