Roles Checklist

Below is a list of the various key roles that a partnership needs. This list is not exhaustive. Modify as appropriate. When identifying partnership organizations, consider which role(s) they can best serve.

Partnership Role	Role Description	Proposed Entity or Individual
Convener	Leads the facilitation of all meetings and events, and brings in new collaborators	
Communication Management	Leads internal communication needs (e.g., emails, newsletters, distribution of meeting materials)	
Data Management	Leads the gathering of data, analysis, and reporting of progress and outcomes	
Public Relations	Creates and disseminates public-facing communications, coordinates engagement of community leaders on key events	
Fundraising	Identifies potential sponsors, grant opportunities, volunteer support, and in-kind contributions	
Implementation Management	Coordinates activities to execute the initiative	
Other:		