Staff and Volunteer Roles Matrix

This matrix is designed to help volunteer community chairs or other leaders and staff liaisons clarify roles and responsibilities and minimize confusion or duplication. This is to be used as a discussion guide between staff/volunteer leader teams. It is suggested that a discussion occurs each year, or any time there is a change in community leadership or staff liaison. The asterisk indicates the usual distribution for responsibilities, but each community leadership team will want to discuss the roles and work this out for itself. When reviewing the division of labor, please also discuss whether there are some items on this list that are not needed, or items that should be added.

Description of Roles	Staff	Volunteer	Comments
Meeting Set-up/Scheduling (e.g. Doodle Poll)	*		
Calendar Invite	*		Because meeting changes can only be done by the person who originates the calendar invite, community chair and staff member should carefully consider who "owns" this responsibility.
Meeting Agenda		*	Volunteer leaders should take the lead for establishing the content of the meeting. See Volunteer Handbook.
Meeting Minutes	*		The chair should not be expected to take minutes. Ideally a community member would volunteer to be a scribe, but it needs to be someone who can reliably get it done in a timely fashion. If a staff member assumes the duties, there should be a community member assigned to review the minutes before they are circulated. See Volunteer Handbook.
Post Agenda/Minutes on WEFUnity	*		This typically becomes a staff function. It is important that file-naming protocols are followed.
Chair the meeting		*	Community chair, or a substitute volunteer, should run the meeting.
Meeting logistics	*		This includes phone and/or video links, or for in-person meetings includes room setup, food (if any), printed materials, AV, and other special materials (certificates, plaques, ribbons, etc.) See Volunteer Handbook.

Community Administration

Roster Management		*	The community chair is required too annually review the community roster and make recommendations for retaining or removing members. See Volunteer Handbook.
Roster Maintenance	*		
Reports		*	
Sunset Review		*	
Community Manual		*	Review annually or as needed. Chair may assign to other community members.

Setting project/community priorities

Long range strategic planning		*	All projects need to have a CONCept Form to be submitted to Directors. Work with staff before submitting.
Specialty Conferences / Webcasts		*	Volunteers should establish the topics and priorities. As with other meetings, staff will take the lead on logistics (see above).
Emerging/Hot Topics		*	
Work Products/Final Reports		*	Volunteer should take the lead, but staff needs to be involved at final review, proofing, editing, etc.
Factsheets		*	"
Publications		*	"
Budgeting		*	Volunteers take the lead for budgeting, and for filling out FIAS forms but should do so in consultation with staff. See Volunteer Handbook.
Recognition/Awards		*	

Communications

External communications	*		External communications (e.g. working with partners such as NACWA on flushables strategy) needs to be managed through staff.
Internal communications	*		Internal communications have more flexibility in how they may be handled and should be discussed between staff and volunteer to ensure coordination and consistency.