

## Partner Roles and Skills/Expertise Checklist

Use this grid to identify partnership roles, skills needed for those roles, and if you need/have a person in that role.

<b>Roles</b>	<b>Skill or Area of Expertise Needed</b>	<b>Need</b>	<b>Have</b>	<b>Who?</b>
Partnership Management				
• Fiscal manager	Budget management			
• Meeting planner	Event planning			
• Meeting facilitator	Facilitative leadership expertise			
• Recorder	Writing skills			
• Membership coordinator	Database management			
Planning				
• Planners	Strategic planning			
	Operational planning			
	Action planning			
• Program Planning	Design educational materials, activities			
	Implement educational materials, activities			
Evaluator				
• Goals, objectives	Writing measurable goals, objectives			
• Quality assurance	Performance improvement			
Communication				
• Marketing	Public relations			
	Social marketing			
• Spokesperson	Public speaking			
• IT	Social media			
	Policy development			
Health Content Specialist				
• Health status	Data analysis, interpretation			