



# Great Start Parent Coalition Job Descriptions

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Tips for using this worksheet:

- This worksheet lists some sample responsibilities for GSPC members and GSPC Liaisons.
- Discuss these lists with GSPC members. Decide which responsibilities are appropriate for your GSPC, and add, delete, or change responsibilities to meet your GSPC's needs.

## **Responsibilities of All GSPC Members**

**You – a GSPC member – are the key ingredient to the success of our GSPC. To help you better understand your role as a GSPC member, we have outlined your primary responsibilities below.**

- All GSPC members are expected to support the full and active participation of other GSPC members.
- All GSPC members are expected to respect the diversity of opinions that emerge in our discussions.
- All GSPC members must attend at least \_\_\_\_\_ meetings per year.
- All GSPC members must volunteer for at least 1 workgroup, committee, task force, or special project per year.
- All GSPC members should assist in the recruitment of additional members and in helping us to “spread the word” about our efforts to other community organizations and community members.
- All GSPC members will have the opportunity to take on or pursue leadership opportunities if desired.
- Other responsibilities agreed on by your group:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## **Responsibilities of GSPC Parent Liaisons**

Parent Liaisons are primarily responsible for leading GSPC meetings, tracking progress on GSPC goals, activities and work plans, and managing other “group process” elements of the GSPC, such as:

- Resolving conflict as it emerges
- Making sure that everyone’s voice is heard
- Making sure that GSPC members have the supports they need to participate

- Following up with members who miss meetings, filling them in and encouraging attendance
- Gathering input from members in between meetings
- Helping meetings run efficiently and effectively
- Other responsibilities agreed on by your group:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_