



Role Outline TEMPLATE

Importance of Role Outlines in Teams

Every successful team ensures all members are able to collectively be & act in concert together through their skills, talents and passions — towards achieving the organisational purpose. This **Role Outline Template** will support you to create the unity & alignment necessary for healthy, effective **Collaboration, Creativity & Connection** within your team.

Clarity of Roles ensures that every team member understands their areas of responsibilities & accountabilities, as well as holding an awareness of each other's in perfect concert. This allows each individual to best hold their area, trust the other's and know who best to collaborate with in various aspects of their Role.

Most importantly, having clear Role Outlines supports the **Self-Evaluation Role Review** process provides the anchoring structure to allow the required flexibility to adapt as the organisation grows, while open to the supportive opportunity to request and/or offer support within the team.

'Role' VS 'Job'

'Jobs' are often considered static, while 'Roles' remain flexible & changeable depending on the emergent nature of the organisation. Since Roles can change, having a clear starting place is essential; creating a clear outline of your current main responsibilities is the best starting place.

Template — Role Outline: An Active Proposal

Best way to proceed:

- Utilise all current organisational documents if any are available, so as not to repeat any work that has already been accomplished;
- List your top 10 areas that you work on currently (or expect to in the near future)
- Bring the team together for 90 minutes to brainstorm in order to best capture the main areas.
- Each team member creates their own initial draft, and circulates for comments.
- As a Living Document — updated ongoingly — ensure a first draft is adopted within the first 2 weeks of initiation — reminding each other that it is better to have a document available to work from than nothing at all.
 - ♦ As a reminder: *Good enough for now, safe enough to try.*
- Be kind on yourself, this process can bring to the surface new approaches to your Role and that of the team's.





Role Outline

Team Member:

Date:

Proposed Role Description & Title:

- Paragraph outlining the general Role

Key Tasks and Responsibilities:

Task #1 (20%) ... eg: Organisation & Group Culture Development, etc

- ...
- ...

Task 2 (35%) ... eg: Strategic Direction, etc

- ...
- ...

Task #3 (15%) ... eg: Networking & Partnership Building, etc

- ...
- ...

Task #4 (30%) eg: Facilitator, etc

- ...
- ...

Time Commitment:

- How many hours per week (eg: 1, 7, 15 ,30)
- Hours can be flexed as needed

Decision-Making and Accountability:

- Decisions made Sociocratically, in collaboration with relevant circles / councils

Energy Exchange / Wage:

- Wage per week/ year
- Benefits
- Collaboration exchanges, etc

