



WORKSHEET

UBT Roles

PURPOSE

This chart provides information regarding the different UBT roles and their responsibilities.

When to Use

Use this tool when preparing for the first UBT co-lead meeting and the first UBT meeting. Use this also to inform new team members about their roles when joining an existing team.

Who Uses

Co-leads and UBT members.

How to Use

Use this chart with your co-lead to help you understand your roles and to communicate and give clarity to other team members regarding what their roles and responsibilities are.



WORKSHEET

UBT Roles

Team members	Co-leads
<ul style="list-style-type: none"> • Attend and participate in meetings • Complete UBT training • Represent interests and perspectives of others—not just your own • Use UBT processes collaboratively and with an open mind toward mutually acceptable results • Maintain open, direct, and respectful communication • Support partnership principles • Communicate regularly with staff • Honor confidentiality agreements • Actively support all team decisions 	<ul style="list-style-type: none"> • Advocate for partnership success • Communicate early and often • Prepare for meetings and huddles • Use appropriate meeting management tools • Troubleshoot where appropriate • Act as point person for information • Keep team records • Ensure team is following charter and charter is relevant • Communicate with others (including sponsors and stakeholders) • Make off-line decisions when needed • Build relationships and share expectations with co-lead partner(s)
Sponsors	All UBT staff
<ul style="list-style-type: none"> • Support the Partnership • Keep the UBT visible and aim for success • Authorize, legitimize, and demonstrate ownership for change • Allocate resources for success • Know who is doing what • Walk the talk 	<ul style="list-style-type: none"> • Do select and elect team members you know will be willing and able to represent the various interests of you and your co-workers • Do share ideas, suggestions, and opinions related to issues being addressed by the team • Don't expect the team to work on issues inappropriate to UBT work • Do ask what the team is working on and stay involved with its progress • Don't ask the team to share confidential info or "who said what"