

## OWN YOUR ROLE

Now that you have your team in place, you may want to assign each member a specific role to distribute the Campaign tasks and responsibilities. If you have a large team and would like to create additional leadership roles, fill in the blank boxes at the bottom of this sheet. Once all roles have been assigned, make sure that leaders review their tasks and understand which tasks they are leading. Need help selecting leadership roles? Contact your Advisor to review this worksheet together and help brainstorm.

<p><b>Campaign Leader</b>            Assigned team member _____</p> <ul style="list-style-type: none"> <li>• Work with team throughout the Campaign to delegate tasks so that each Phase is completed, and all deadlines are met</li> <li>• Set team meeting times and coordinate with Team Facilitator and Grades of Green Advisor</li> <li>• Lead team in developing a vision, audience, and goals for your Campaign in Phase 3</li> </ul>	<p><b>Campaign Coordinator</b>            Assigned team member _____</p> <ul style="list-style-type: none"> <li>• Support Campaign Leader during all Phases to make sure each team member is assigned tasks and knows their role</li> <li>• Take notes during meetings to keep track of team ideas and action items</li> <li>• Lead team in developing a task list for your Campaign in Phase 3 and ensure all tasks are assigned and completed</li> </ul>
<p><b>Research Director</b>            Assigned team member _____</p> <ul style="list-style-type: none"> <li>• Lead climate topic research in Phase 1 and lead team in picking a topic</li> <li>• Research additional information on chosen topic and share key findings with team</li> <li>• Lead team brainstorm to pick a solution and project for your Campaign in Phase 2</li> </ul>	<p><b>Communications Director</b>            Assigned team member _____</p> <ul style="list-style-type: none"> <li>• Lead team discussion to pick a Campaign Type in Phase 2</li> <li>• Lead team in contacting a local expert for additional insight into your project in Phase 2</li> <li>• Lead team in developing a communications plan for your Campaign in Phase 3</li> </ul>
<p><b>Data Collector</b>            Assigned team member _____</p> <ul style="list-style-type: none"> <li>• Document all tasks completed for your Campaign in Phase 4</li> <li>• Keep track of any impacts associated with your Campaign actions in Phase 4</li> <li>• Document all final impacts for your Campaign in Phase 5</li> </ul>	<p><b>Creative Director</b>            Assigned Team member _____</p> <ul style="list-style-type: none"> <li>• Lead development of team manifesto in Phase 1 (turn manifesto into a creative marketing piece for bonus points)</li> <li>• Assist Communications Director with creative ideas to reach your audience in Phase 3</li> <li>• Lead presentation of Campaign in Phase 5</li> </ul>
<p><b>Role Title</b> (Add your own) _____            Assigned team member _____</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	<p><b>Role Title</b> (Add your own) _____            Assigned team member _____</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>