



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.



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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"