Engage Implementation Team Structures

Implementation teams can take many forms and the structure and governance will depend on your membership and what works best for you. What truly makes a good implementation team are the following:

- A shared purpose and mission
- Coordinating efforts to solve problems
- Providing support and working together
- Sharing information and resources

However, consider implementing procedures or bylaws (whether formal or informal) and having ground rules for team functioning.

Below are some options for structure and division of labor within implementation teams.

Leadership Structure
Strong leadership is vital to driving the success and outcomes of the team. The Community Organizer (CO) for your campus is likely the individual who will be convening and leading the implementation team. However, consider some of the below options related to team structure and division of labor.

Co-Chairs
Two individuals share the duties as heads of the team. This provides a division of the workload and is ideal with committed individuals who work well together.

Leadership Team/Steering Committee
A group of individuals with specific leadership roles on the team. Allows for further division of the workload and defined duties; each member can also lead a committee/workgroup.

Division of Labor
It is also important to define and communicate the roles and responsibilities of members. See the 'Engage Position Descriptions' document for further reference on Community Organizers, Facilitators, Student Facilitators, and Champions. Other roles and duties can also be created and assigned.
Defined Duties/Roles: Considering your team members' strengths, resources, and skills (see Engage Implementation Team Partner Resources in Step 2 of this toolkit) work together to determine defined duties and roles. This will also depend on your strategic plan (discussed next in Step 6). Some possible roles and job duties may include:

- Promoting Engage on campus
- Recruiting Engage facilitators
- Facilitating Engage overview and/or deeper dive sessions
- Event planning and management for Engage events (tabling, community service projects, etc.)
- Implementation team meeting management such as reserving space, coordinating catering, taking meeting minutes, documenting team work
- Data and evaluation efforts (compile and share data from the MACHB, Campus Culture & Bystander Engagement survey, Engage overviews and deeper dives, the online introductory training, etc.)
- Communication efforts (meeting reminders, recruiting potential new members, social media, etc.)

Committees or Workgroups

Depending on the size and scope of your team, it may be helpful to have individuals divide into committees or workgroups focused on specific areas. If your team chooses this structure you may need to have a chair-person for each committee, set guidelines for committees, and work to formalize communication between groups. Additionally, the committees can be topic-based around the 4 key areas in Engage (alcohol and other drugs, bias and discrimination, interpersonal violence, & mental well-being) or task-based (communications committee, evaluation committee, etc.).

It may also be helpful to visualize the structure of your coalition in an organizational chart. You can find templates online or create your own using SmartArt in Word.

Summary

Again, this process of forming your team can be more organic and does not have to include each of these things. However, setting up a strong governance and structure can help you avoid pitfalls such as lack of accountability, lack of leadership, and more.

Resources

- [Sample Coalition Roles and Responsibilities – The Athena Forum - theathenaforum.org/prevention-101/community-library/sample-coalition-roles-and-responsibilities-sharon-ohara](theathenaforum.org/prevention-101/community-library/sample-coalition-roles-and-responsibilities-sharon-ohara)
- [Organizational Structure – Coalition Toolbox - ctb.ku.edu/en/table-of-contents/structure/organizational-structure/overview/main](ctb.ku.edu/en/table-of-contents/structure/organizational-structure/overview/main)
- [Coalitions Roles and Job Descriptions - SOPHE - rb.gy/khuhep](rb.gy/khuhep)