USYF
UNITED STATES YOUTH FORUM

Assign roles based on people's interests and strengths, rather than just who is available. Roles can also rotate, and it's okay for people to share responsibilities or shift. Here is an example of what you could do in Microsoft Excel to manage team roles:

Team Roles

Title:	Responsibilities:	👤 Person:	⊖ Status
Organizer/Coordinator	Primary: To keep the team organized. - Schedule meetings - Monitor deadlines - Ensure tasks are being completed - Communicate with team members	👤 Person	Approved ▾
Social Media Lead	Primary: Manage social media - Design engaging graphics - Network across social media platforms with other organizations	👤 Person	Not Assigned ▾
Outreach Support	Primary: Bring people in - Connect with new supporters, volunteers, and potential partners - Coordinate outreach events such as tabling - Build community relationships	👤 Person	Actively sear... ▾
Research & Policy Watch	Primary: Gather facts, laws, context, and up-to-date accurate information - Research local laws and policy changes - Prepare talking points - Share updates with the team	👤 Person	Approved ▾