

SAMPLE

ROLES & RESPONSIBILITIES

Coalition Coordinator (Staff)

Primary Role: Manages day-to-day coalition operations and implementation

Key Responsibilities:

- Coordinate coalition activities, meetings, and communication
- Support implementation of the coalition's strategic/action plan
- Ensure alignment with DFC/SPF requirements and reporting
- Maintain documentation, data tracking, and grant compliance
- Support member engagement and committee work

Coalition Chair / Co-Chairs

Primary Role: Provide leadership, direction, and oversight

Key Responsibilities:

- Facilitate coalition meetings and guide agendas
- Support strategic planning and decision-making
- Ensure coalition stays aligned with mission, vision, and goals
- Represent the coalition in the community and with stakeholders
- Support shared leadership and member accountability

Steering Committee / Executive Committee

Primary Role: Provide governance, oversight, and strategic direction

Key Responsibilities:

- Guide coalition priorities and long-term planning
- Review progress toward goals and outcomes
- Support policy, systems, and environmental (PSE) strategies
- Assist with sustainability and resource development
- Provide leadership between full coalition meetings

Coalition Members (Cross-Sector Representatives)

Sample of representation from multiple sectors, such as:
Youth; Parents; Schools; Law Enforcement; Healthcare;
Business; Media; Faith-based / Civic organizations

Primary Role: Represent community sectors and contribute to coalition efforts

Key Responsibilities:

- Actively participate in coalition meetings and activities
- Represent and communicate perspectives from their sector
- Support implementation of strategies and initiatives
- Share resources, data, and community insights
- Promote coalition efforts within their networks

Workgroups / Committees

Primary Role: Lead implementation of specific strategies or focus areas

Key Responsibilities:

- Develop and carry out action steps aligned with coalition goals
- Focus on priority areas (e.g., prevention, policy, youth engagement)
- Report progress to the full coalition
- Engage partners and stakeholders as needed
- Use data to guide planning and decision-making

Youth Representatives (Required for DFC)

Primary Role: Provide youth voice and leadership

Key Responsibilities:

- Participate in coalition meetings and decision-making
- Share youth perspectives and lived experience
- Support youth-led initiatives and outreach
- Assist in shaping prevention strategies relevant to youth

Data / Evaluation Lead

Primary Role: Support data-driven decision-making and evaluation

Key Responsibilities:

- Collect, analyze, and share local data
- Support needs assessments and outcome tracking
- Monitor progress toward goals
- Help guide strategy selection using evidence-based practices

Coalition roles and responsibilities should be shared across members and sectors. No single individual is responsible for all coalition functions. Strong coalitions rely on distributed leadership, active participation, and cross-sector collaboration to ensure effectiveness and sustainability.

Coalitions are most effective when responsibilities are shared across members and sectors, rather than centralized within one individual or organization (CADCA).