



Re-assessing Coalition Membership*

Instructions

1. *Make a copy of this form for all coalition group members.*
2. *As a group, complete the five sections of the form.*
3. *Assign one member to keep track of the forms.*

1. Roles coalition members need to play in the next six months

- inform other groups about issues and activities of the coalition
- speak publicly on behalf of the coalition
- establish and maintain media contacts
- write reports, letters, newspaper articles
- gather information on current activities and resources in the community
- provide staff time of other resources from local agencies
- education coalition members and other community groups
- arrange for consulting assistance, speakers
- co-ordinate meetings
- maintain records of coalition activities
- manage finances
- raise funds or other resources for the coalition

2. Skills and experiences most needed to carry out the roles checked above

- | | |
|---|--|
| <input type="checkbox"/> public speaking | <input type="checkbox"/> human resource/volunteer management |
| <input type="checkbox"/> planning | <input type="checkbox"/> volunteer experience |
| <input type="checkbox"/> financial experience | <input type="checkbox"/> program design |
| <input type="checkbox"/> marketing | <input type="checkbox"/> program delivery |
| <input type="checkbox"/> lobbying | <input type="checkbox"/> health promotion experience |
| <input type="checkbox"/> fund raising | <input type="checkbox"/> policy development experience |
| <input type="checkbox"/> group process | <input type="checkbox"/> expertise in heart health issues |
| <input type="checkbox"/> community relations | <input type="checkbox"/> assessing community needs |
| <input type="checkbox"/> legal experience | <input type="checkbox"/> program evaluation/assessment |
| <input type="checkbox"/> health/social service experience | <input type="checkbox"/> other: |

3. Interests you want represented on your coalition

Geographic areas	Cultural groups
Age groups	Other characteristics

4. Size and mix of your coalition

Total number of members: _____

Number of people whose jobs involve the delivery of health services: _____

Number of interested citizens: _____

Number of people with different characteristics: _____

Characteristic: _____

Characteristic: _____

Characteristic: _____

5. Timelines for re-assessing membership

Target date for completion: _____

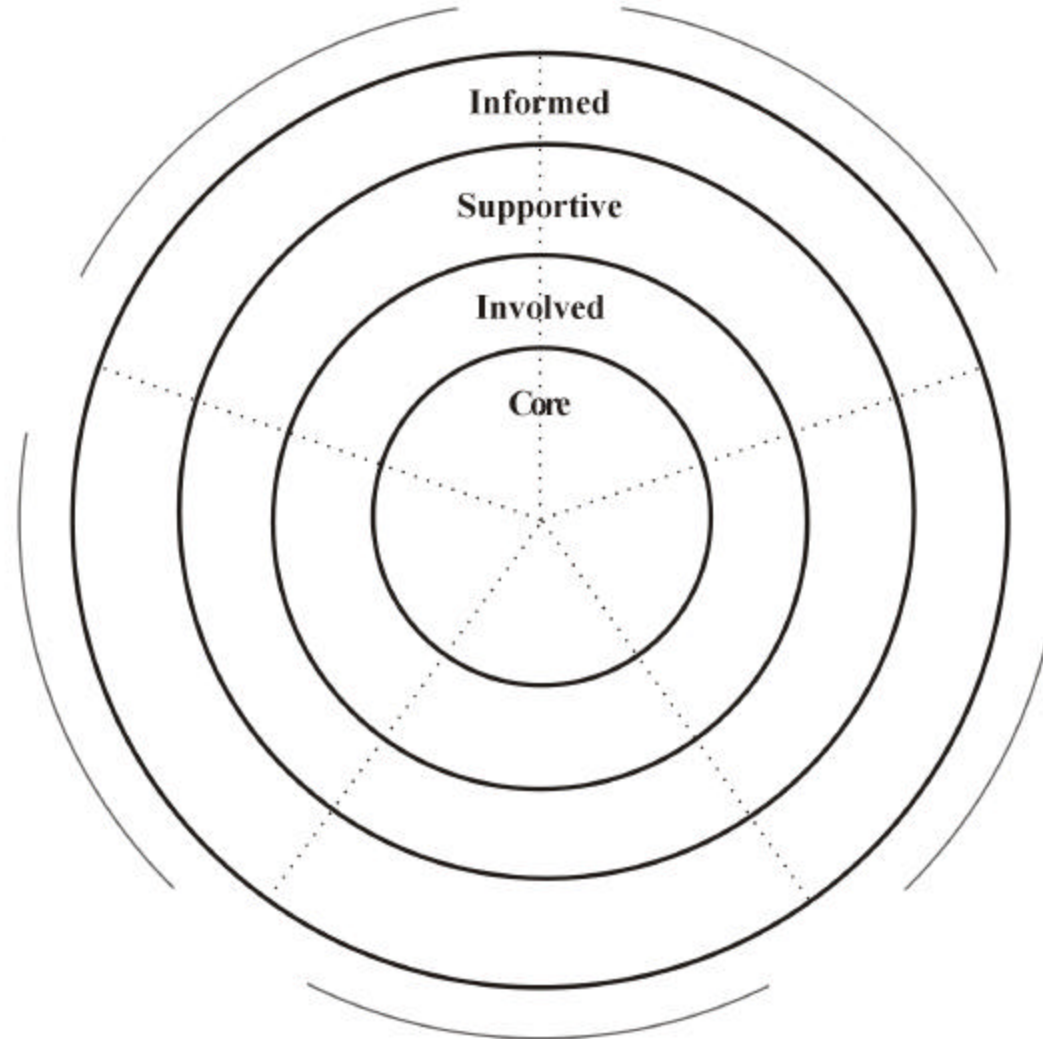
Starting date: _____

Date complete: _____

Date for review: _____

*Adapted from [Prevention Works!: A Community Action Guide to Prevent Alcohol Problems](#)

Types of Participation



Core—part of the ongoing team and very involved in “shepherding” the process • **Involved**—engaged in one or more very specific aspects, not involved on an ongoing basis • **Supportive**—provide support to the concept and perhaps some form of resource as well (e.g., \$, space, data, access to clients) • **Informed**—need to know about the program and be kept up-to-date along the way