



Creating a Family Leader Role Description

Building a role description (also called a job description) helps teams that are looking to recruit families to serve on groups or engage in a project or initiative. A good role description can foster a sense of togetherness and shared purpose while helping family leaders understand what is expected of them. Several elements should be included in a good role description.

Project description

- The goals and objectives of the project or initiative
- Funders, partners, or collaborators involved in the project or initiative
- The title of the position for the family leader
- The type of role: staff, consultant, advisor, etc.

Skills and knowledge

- Personality traits and interests (*select what is important for your work*)
 - Sense of purpose
 - Desire to find or share voice
 - Desire to work with others for change
 - Expressed or demonstrated interest in partnership
 - Interest in improving the quality of life and care for children and families
- Skills (*select what is important for your work*)
 - Comfort speaking up and as part of group
 - Ability to share personal experiences in ways that others can learn from
 - Ability to see big picture of what children and families need
 - Technology skills
 - Comfort with or interest in contributing to written reports and materials
- Experiences or areas of knowledge the family leader is expected to have (*select what is important for your work*)
 - Specific characteristics and experiences that would enrich the work or initiative, like experiences within a particular part of the health or hospital system, or geographic region
 - Familiarity or experience with health research, quantitative or qualitative analysis
 - Familiarity or experience with quality improvement
- Other considerations
 - Are dual roles okay, like someone who is both a provider and a parent?
 - If you are seeking people from a specific community, does that community already have a trusting relationship with your organization?

Specific tasks and activities

- Meetings: Duration of each meeting, how often they will happen, and how they will happen (in-person location, virtual platform)
- Role in meetings: Co-facilitating, presenting, planning agendas, storytelling
- Between-meeting activities: Review materials, communicate with the team

Time commitment

- How long the project or initiative will run
- How much time the family leader is expected to work on the project each week, month, or quarter
- Describe activities that will happen during each period of the project, based on the work plan

Expectations

- Dress code for in-person and virtual meetings
- Attendance expectations: Number of meetings per year family leaders must attend to remain engaged
- Travel expectations, if any

Compensation

- Amount and how often family leaders will be paid
- How payments will be made (check, gift card, etc.)

Accommodations

- Interpretation
- Captions
- Meeting materials sent in advance
- Additional facilitators like parking, childcare, meals, etc.

Benefits of participating

- How the family leaders will help the initiative to achieve its goals and objectives
- What family leaders will learn or gain, including networking opportunities, certificates, etc.

How to apply

- Link or form
- Contact person for more information
- Materials needed for the application or a description of the application process
- When a decision will be made

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