

Community: \_\_\_\_\_

# ROLES & RESPONSIBILITIES WORKSHEETS



DEFINING INTERESTS, SKILLS, RESOURCES

**Project Coordinators:** Please lead a session in which you identify the particular interests, skills, and resources of your team members. Fill in the appropriate spaces on this worksheet along the way.

| NAME | INTERESTS | SKILLS | RESOURCES<br>HE/SHE BRINGS |
|------|-----------|--------|----------------------------|
|      |           |        |                            |
|      |           |        |                            |
|      |           |        |                            |
|      |           |        |                            |
|      |           |        |                            |
|      |           |        |                            |
|      |           |        |                            |
|      |           |        |                            |

| <b>POTENTIAL MAINE MEMORY NETWORK<br/>PROJECT TASKS</b> | <b>PROBABLE TEAM MEMBER<br/>TO FILL THE ROLE</b> |
|---|--|
| Team Leader/ Coordinator(s)                             |  |
| Budget Coordinator                                      |  |
| Tech Coordinator  |  |
| Collections Coordinator                                 |  |
| Researcher(s)   |  |
| Digitizer(s)  |  |
| Cataloger(s)  |  |
| Writer(s) (If applicable)                               |  |
| Exhibit Builders (If applicable)                        |  |
| Website Builder/ Administrator (If applicable)          |  |
| Event Planner (If applicable)                           |  |
| Publicist (If applicable)                               |  |

## MORE INFORMATION

Visit the [Share YOUR Local History](http://www.MaineMemory.net) section of the Maine Memory Network website,  
[www.MaineMemory.net](http://www.MaineMemory.net).