

**Roles and Responsibilities of SWAHN
Project Team Members**

The following documents the roles and responsibilities that should be shared by SWAHN's Project Team members. Members should work collaboratively to ensure that they contribute fully based on their individual strengths, knowledge-bases, and available resources. Each member is expected to:

- 1) Represent his/her organization and bring that perspective to the discussions of the Project Team;
- 2) Serve as a conduit for information to and from his/her respective organization;
- 3) Serve as an ambassador for SWAHN within and beyond individuals' primary organizations;
- 4) Recognize that the SWAHN region includes the South West and Erie St. Clair LHIN regions as well as the School of Pharmacy at the University of Waterloo, noting that this catchment area must be considered when selecting/developing projects;
- 5) Make a commitment to, and be available for, meetings which includes reading material that is disseminated in advance of meetings so that the member can fully participate and offer contributions to discussions;
- 6) Engage in all phases of project development to the best of his/her abilities (i.e., initiation, planning, implementation, monitoring and close-out);
- 7) Act responsibly as he/she is entrusted with ensuring that project selection:
 - is in alignment with the Terms of Reference and SWAHN strategy;
 - resonates with Network Contributors' interests/capability;
 - has the potential to create value for SWAHN and its stakeholders, and
 - can be executed within resource capacity constraints.
- 8) Participate in highlighting/identifying areas of opportunity, growth, and forward-looking strategies for SWAHN as well as communicating areas of concern to the appropriate Co-Chairs and/or SWAHN Co-Leads;
- 9) Participate in SWAHN special events (including retreats) when possible, and
- 10) Share in providing administrative assistance to the Project Team through a rotating assignment of minute-taking at meetings.