

DECISION-MAKING FRAMEWORK

A vast array of decisions will have to be made throughout the course of the coalition. It is impossible to anticipate all of them, but it is helpful to have some idea of how certain types of decisions will be handled. For each of the following types of decisions indicate with a ✓ mark where you think the principal decision making responsibility should be.

	Principal Investigators	Steering Committee	Project Coordinator	Task Force (committee) Members	General Coalition Membership
Membership					
Recruit coalition members.					
Provide orientation activities.					
Assure a diverse membership.					
Establish clear roles & responsibilities for coalition members.					
Keep members informed through on-going communication.					
Ensure active participation in coalition activities.					
Coalition Visions, Goals & Objectives					
Establish & review vision, goals & objectives.					
Communicate goals & objectives to non- members.					
Community Mobilization & Outreach					
Focus public attention on issues related to genetic risk factors.					
Give presentations.					
Work on the newsletter.					
Talk to the media.					
Meet with other community organizations & local leaders.					
Represent the coalition.					
Coalition Operations					
Ensure partner agreements are maintained.					
Hold members accountable for their commitments.					
Scheduling Decisions:					
Coalition meetings					
Committee meetings					
Core group (steering committee) meetings					
Personnel issues (underperforming staff, etc.)					
Staff hiring issues					
Major equipment purchases					
Conflict Resolution					
Resolve differences of opinion on the role/scope of the core group (steering committee).					
How to handle "public relations" problems (misunderstandings in the community regarding the coalition's work).					
How to handle replacing members of the core group who leave.					
How/when to expand the core group.					
Sustainability					
How and when to seek additional funding for coalition work					
Grant reports, activity write-ups etc.					
Planning & Evaluation					
Address perceived gaps in interventions & other activities					
How to handle recruitment of participants to training programs					
Curriculum decisions for training programs					
Evaluation design & planning decisions					
Scope of evaluation activities					
Resolve disagreements on evaluation materials & questionnaires					
Focus of networking efforts					
Overall networking strategy					