# Training Cadre Member Roles and Responsibilities

**Instructions:** Use this checklist as a starting point for items to consider. Customize this document, adding relevant information as appropriate or removing information that does not apply to your situation.

The training cadre member has certain responsibilities to ensure the training cadre remains strong. Performing specific tasks ensure successful training events.

| Check Box | Member Roles and Responsibilities |
| --- | --- |
| [ ]  | Having subject matter expertise in [INSERT TOPIC AREAS]. |
| [ ]  | Having knowledge of the resources and partners in the region and building relationships with community partners. |
| [ ]  | Being an active participant of the [INSERT CADRE NAME] Training Cadre, including attending all cadre meetings. |
| [ ]  | Conducting a minimum of [INSERT NUMBER] trainings in the region using evidence-based resources and materials. |
| [ ]  | Promoting training and education sessions within the region. |
| [ ]  | Attending appropriate trainings, if applicable. |
| [ ]  | Using an attendance roster to record participant attendance. |
| [ ]  | Using an evaluation form to record participant reaction. |
| [ ]  | Providing a workshop summary report to the training cadre leader or appropriate person. |
| [ ]  | Reviewing the Training Request Form prior to design and development of training. |
| [ ]  | Working with the training cadre leader or training coordinator to secure a training site. |
| [ ]  | Informing the training cadre leader or training coordinator of logistic and meeting room requirements* Space to accommodate the number of participants expected
* Appropriate number of copies for handouts or other materials
* Adequate inventory of supplies and materials
* Refreshments, if appropriate
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| [ ]  | Informing the training cadre leader or training coordinator of audiovisual needs* Computer
* Projector and screen
* Internet access
* Flip charts and markers
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| [ ]  | If travel is required, reviewing the travel itinerary and confirming accuracy before finalizing booking arrangements. |
| [ ]  | Submitting all required documentation (e.g., attendance rosters, summary reports) to the training cadre leader or appropriate person. |
| [ ]  | Conducting follow-up support, as needed. |