



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
<input type="checkbox"/>	Agreeing with and supporting the cadre’s mission to [INSERT MISSION STATEMENT].
<input type="checkbox"/>	Having subject matter expertise in [INSERT TOPIC AREAS].
<input type="checkbox"/>	Having knowledge of the resources and partners in the region and building relationships with community partners.
<input type="checkbox"/>	Being an active participant of the [INSERT CADRE NAME] Training Cadre, including attending all cadre meetings.
<input type="checkbox"/>	Conducting a minimum of [INSERT NUMBER] trainings in the region per [TIME PERIOD] using cadre resources and materials.
<input type="checkbox"/>	Promoting training and education sessions within the region.
<input type="checkbox"/>	Attending appropriate trainings, if applicable.
<input type="checkbox"/>	Using an attendance roster to record participant attendance.
<input type="checkbox"/>	Using an evaluation form to record participant reaction.
<input type="checkbox"/>	Providing a workshop summary report to the training cadre leader or appropriate person.
<input type="checkbox"/>	Reviewing the Training Request Form prior to design and development of training.
<input type="checkbox"/>	Working with the training cadre leader or training coordinator to secure a training site.



Training Cadre Resource Tool



<input type="checkbox"/>	Informing the training cadre leader or training coordinator of logistic and location requirements <ul style="list-style-type: none">• 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
<input type="checkbox"/>	Informing the training cadre leader or training coordinator of material needs <ul style="list-style-type: none">• Computer• Projector and screen• Internet access• Specialized training supplies (demo equipment, practice equipment)
<input type="checkbox"/>	If travel is required, reviewing the travel itinerary and confirming accuracy before finalizing.
<input type="checkbox"/>	Submitting all required documentation (e.g., attendance rosters, summary reports) to the training cadre leader or appropriate person.
<input type="checkbox"/>	Conducting follow-up support, as needed.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	