

WORKSHEET 6.1

Joining in the Work

Use the questions here to clarify your role and agreements with an organization whose work you will be joining.

1. What is my job description?

Is my position one of staff (paid or unpaid), volunteer leadership, or intern?

Have I been given authority to make decisions? What kind?

How long will I be in this position?

2. To whom am I accountable and how?

What are my expectations for reporting and advancing the work?

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How are others to be accountable to me?

3. How will I get the work done?

How will I build relationships and learn how the organization works?

4. How will I let others know how I work best (for example with communication, by phone or mail, best times to reach me)?

5. What training or orientation do I need or is being offered and is it adequate?

6. What background reading can I do and what questions do I have?

7. Are there meetings I could attend as an observer in order to support my orientation?
