



**Kansas Tobacco Prevention Workgroup for Specific Populations  
Support Staff Role & Responsibilities:  
KDHE Project Director & Epidemiologist, Facilitator and Evaluator**

- To convene a Workgroup that is representative, diverse and inclusive of all groups that experience tobacco-related disparities.
- To ensure a clear understanding of roles.
- To participate on Workgroup as non-voting members.
- To strive toward parity with all members including the organizations they represent.
- To set initial action direction, but accept direction from Workgroup once functioning.
- To provide all support processes required and requested to ensure Workgroup effectiveness.
- To facilitate Workgroup meeting discussions.
- To provide resources to support the Workgroup's efforts (e.g., meeting logistics, agendas, minutes, data and other requested materials).
- To communicate with Workgroup members between meetings as requested.
- To provide resources necessary for the production and distribution of a final document.
- To document, summarize and distribute Workgroup priorities via hard copy, electronic and other means (e.g., translators) to the extent of resources to accommodate Workgroup members.
- To disseminate and integrate Workgroup priorities and findings with other stakeholders and related projects.
- To evaluate the process and share results with the Workgroup members.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Support Staff Role: \_\_\_\_\_

Date: \_\_\_\_\_

