

# **(Coalition Name)**

## **Coalition Member Job Description**

**Position Title:** Coalition Member

**Purpose:** To be an active participant of the (coalition name). The coalition member shall participate in the strategic planning and ongoing planning and implementation of prevention initiatives designed to reduce underage alcohol and tobacco use in (community/county). The coalition member shall be responsible for the work of the coalition and will be actively engaged in the development and implementation of the coalition's work plan.

**Duties:**

1. Attend full coalition meetings and activities.
2. Attend and be an active participant on subcommittees as assigned by coalition chair.
3. Support the coalition chair with setting meetings, preparing agendas and shaping the specific work of the coalition in relation to the broad mission of the coalition as required.
4. Will serve as a coalition reporter providing information back to the full coalition when requested by coalition members, subcommittee chairs or the coalition chair.
5. Become knowledgeable about the coalition and the issues surrounding underage alcohol, tobacco and other drug use.
6. Come to full coalition meetings well-prepared and well-informed about issues on the agenda.
7. Contribute to meetings by expressing own point of view.
8. Consider others' point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
9. Represent the coalition to individuals, the public and other organizations.
10. Serve as an ambassador to the community.
11. Assume a leadership role as needed.
12. Support the ongoing process of recruiting new coalition members and community partners.

*Sample is provided courtesy of Marshfield Area Coalition for Youth, Marshfield, WI;  
Northwoods Coalition member.*