

*(Coalition Name)*  
**Coalition Chair**  
**Job Description**

**Position Title: Coalition Chair**

**Purpose:** The designated leader of the *(coalition name)* shall serve a one year term. The chair shall lead the strategic planning and ongoing planning and implementation of prevention initiatives designed to reduce underage alcohol and tobacco use in *(community/county)*. The chair shall be responsible for the work of the Steering Committee and will oversee all committees and workgroups of the coalition.

**Duties:**

1. Lead all full coalition meetings and activities.
2. Oversee the work of the Steering Committee and all of the committees and work groups formed by the coalition.
3. Responsible for setting meetings, preparing agendas and shaping the specific work of the full coalition in relation to the broad mission of the coalition.
4. Appoint Ad Hoc committees as needed.
5. Act as the spokesperson for the coalition as required.
6. Become knowledgeable about the coalition and the issues surrounding underage alcohol, tobacco and other drug use.
7. Come to full coalition meetings well-prepared and well-informed about issues on the agenda.
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. Lead the on-going process of recruitment of new coalition members and community partners.

(Coalition Name)  
**Coalition Vice-Chairs**  
**Job Description**

**Position Title: 1<sup>st</sup> Vice-Chair and 2<sup>nd</sup> Vice-Chair**

**Purpose:** The designated vice-chairs of the (coalition name) shall serve one year terms in their appointed position and then move up in subsequent years. So the 2<sup>nd</sup> vice-chair will become the 1<sup>st</sup> vice-chair the following year and then the chair the third year and so on. The vice-chairs shall assist the chair in leading the strategic planning and ongoing planning and implementation of prevention initiatives designed to reduce underage alcohol and tobacco use in (community/county). The vice-chairs shall also assist the chair with the work of the Steering Committee and will oversee all committees and workgroups of the coalition.

**Duties:**

1. The 1<sup>st</sup> vice chair shall assume the duties of the chair in his/her absence and the 2<sup>nd</sup> vice-chair shall assume the duties of the 1<sup>st</sup> vice-chair in his/her absence to lead the full coalition meetings and activities.
2. Support the coalition chair to oversee the work of the Steering Committee and all of the committees and work groups formed by the coalition.
3. Support the coalition chair with setting meetings, preparing agendas and shaping the specific work of the full coalition in relation to the broad mission of the coalition.
4. Act as the spokesperson for the coalition as required.
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. Consider others' point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
8. Represent the coalition to individuals, the public and other organizations.
9. Serve as an ambassador to the community.
10. Support the on-going process of recruitment of new coalition members and community partners.

**(Coalition Name)**  
**Coalition Committee Chair**  
**Job Description**

**Position Title: Committee Chair**

**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 committee chair shall be responsible for the work of the committee as the designated leader of the committee.

**Duties:**

1. Attend full coalition meetings and activities.
2. Attend and be an active participant on committee as assigned by coalition chair.
3. Responsible for setting meetings, preparing agendas and shaping the specific work of the committee in relation to the broad mission of the coalition.
4. Will serve as the committee's reporter of information back to the full coalition.
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. Consider others' point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
8. Represent the coalition to individuals, the public and other organizations.
9. Serve as an ambassador to the community.
10. Assume a leadership role as required.
11. Support the ongoing process of recruiting new coalition members and community partners.

*(Coalition Name)*  
**Coalition Committee Member**  
**Job Description**

**Position Title: Committee Member**

**Purpose:** To be an active participant of the *(coalition name)*. The committee 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 committee member shall be actively engaged with the development and implementation of the work of the committee.

**Duties:**

1. Attend full coalition meetings and activities, including special events and board retreats.
2. Attend and be an active participant on committee as assigned by coalition chair.
3. Support the committee chairperson with setting meetings, preparing agendas and shaping the specific work of the committee in relation to the broad mission of the coalition as required.
4. Will serve as the committee's reporter of information back to the full coalition when requested by the committee chair or 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. Consider others' point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
8. Represent the coalition to individuals, the public and other organizations.
9. Serve as an ambassador to the community.
10. Assume a leadership role as required.
11. Support the ongoing process of recruiting new coalition members and community partners.