



### Sample Coalition Leadership Role Descriptions

#### **Coalition Chair or Co-Chairs (Volunteer)**

The Chair or co-Chairs of the Coalition, who is a member of the Executive/Leadership/Steering Committee, is selected by a majority of the voting membership of the coalition. The term of service of the Coalition Chair or co-Chairs is for one year with no more than two consecutive terms. The Chair or co-Chairs preside over meetings, proposes policies, practices and special committees as needed as defined in the bylaws. The Coalition Chair or Co-Chairs may perform other duties as the need arises.

#### **Responsibilities:**

- Assist coalition staff in:
  - Assembling a diverse coalition membership that represents the community
  - Developing coalition members as leaders and prevention champions
  - Conducting activities as outlined in coalition plans and correspond to the steps of the Strategic Prevention Framework – including sustainability
- Establish relations with community partners that benefit partners, achieve coalition objectives, and cultivate community prevention champions.
- Work with coalition and community leaders to plan and promote coalition sustainability
- Gain an active working knowledge of the Strategic Prevention Framework
- Promote collaboration, communication, shared decision making and conflict resolution
- Create and manage a productive, inclusive meeting environment that respects diverse points of view and differences of opinion
- Facilitate use of data to assess progress (plan v. actual) and conduct continuous quality improvement processes
- Provide performance feedback on the coalition coordinator in context to measurable objectives
- Serve as voice of the coalition with any members of the media or any formal events

#### **Typical Activities:**

- Develop with staff and approve coalition and executive committee meeting agendas
- Preside over coalition and executive committee meetings
- Conduct periodic reviews with staff of:
  - Community needs assessments to maintain data driven activities
  - Strategic plans to review the coalitions strategic approach, including with community partners, and update as necessary
  - Implementation plans at both coalition and committee levels to ensure fidelity and update as necessary
  - Sustainability plan and update as necessary
  - Evaluation plan, engaging the expertise of the project evaluator
- Recruit new coalition and executive committee members
- Work with staff to appoint chairpersons of all standing committees and ad hoc committees as necessary from within the membership

- Contact members and coordinate committee responsibilities
- Represent and serve as coalition spokesperson at community events and meetings
- Serve as coalition spokesperson to the media

### **Coalition Vice Chair (Volunteer)**

The Vice Chair of the Coalition, who is a member of the Executive/Leadership/Steering Committee, is selected by a majority of the voting membership of the coalition. The term of service of the Coalition Vice Chair is for one year with no more than two consecutive terms. The Vice Chair may serve as the Chair of the Coalition subsequent to their Vice Chair term(s).

#### **Responsibilities:**

- Assist the Chair and coalition staff in:
  - Assembling a diverse coalition membership that represents the community
  - Developing coalition members as leaders and prevention champions
  - Conducting activities as outlined in coalition plans and correspond to the steps of the Strategic Prevention Framework – including sustainability
  - Establishing relations with community partners that benefit partners, achieve coalition objectives, and cultivate community prevention champions.
- Work with coalition and community leaders to plan and promote coalition sustainability
- Gain an active working knowledge of the Strategic Prevention Framework
- Engage in periodic reviews with the Chair and staff of:
  - Community needs assessments to maintain data driven activities
  - Strategic plans to review the coalitions strategic approach, including with community partners, and update as necessary
  - Implementation plans at both coalition and committee levels to ensure fidelity and update as necessary
  - Sustainability plan and update as necessary
  - Evaluation plan, engaging the expertise of the project evaluator
- Promote collaboration, communication, shared decision making and conflict resolution
- Support a productive, inclusive meeting environment that respects diverse points of view and differences of opinion
- Support the use of data to assess progress (plan v. actual) and a continuous quality improvement process

#### **Typical Activities:**

- The Vice Chair, shall, in the absence or disability of the Chair/Co-Chairs, have the power to perform all the duties of the Chair/Co-Chairs
- Presides over meetings of the Coalition and committee when the Chair is absent
- Participates in the recruitment of new Coalition and executive committee members
- Support coordinated committee and partner activities that achieve coalition objectives
- May represent and serve as coalition spokesperson at community events and meetings
- May represent the Coalition to the media



### **Treasurer (Volunteer)**

The Treasurer of the Coalition, who is a member of the Executive/Leadership/Steering Committee, is selected by a majority of the voting membership of the coalition. The term of service of the Treasurer is for one year with no more than two consecutive terms. The Treasurer provides financial oversight support to staff and the coalition's fiscal agent.

#### Responsibilities:

- Work with staff and the fiscal agent to ensure financial accountability of the coalition.
- Review coalition financial records and report on these to coalition members
- Gain an active working knowledge of the Strategic Prevention Framework
- Participate in assessment, planning, capacity building, implementation and evaluation activities
- Promote collaboration, communication, shared decision making and conflict resolution
- Remain open to diverse points of view and differences of opinion
- Develop and maintains positive community relations with Coalition members
- Deal with members fairly and sensitively, and confidentially when appropriate

#### Typical Activities:

- Assist in periodic coalition financial reviews with staff and fiscal agents and provide fiscal report to the executive committee and coalition.
- Provide consultation to coalition staff on financial oversight and accountability issues as requested.
- Active membership in the Executive/Leadership/Steering Committee

### **Secretary (Volunteer)**

The Secretary of the Coalition, who is a member of the Executive/Leadership/Steering Committee, is selected by a majority of the voting membership of the coalition. The term of service of the Secretary is for one year with no more than two consecutive terms. The Secretary shall support the maintenance of coalition documents, record keeping and correspondence/ communications.

#### Responsibilities:

- The Secretary shall provide oversight for the maintaining of documents detailing meetings, current guidelines and practices, current membership, and any policies or plans further defining the goals or current activities of the coalition.
- The Secretary shall assist staff with coalition correspondence and communications.
- Gain an active working knowledge of the Strategic Prevention Framework
- Participate in assessment, planning, capacity building, implementation and evaluation activities
- Promote collaboration, communication, shared decision making and conflict resolution
- Remain open to diverse points of view and differences of opinion

- Develop and maintain positive community relations with Coalition members
- Deal with members fairly and sensitively, and confidentially when appropriate
- Support the use of data to assess progress (plan v. actual) and a continuous quality improvement process

Typical Activities:

- Draft minutes/meeting notes of coalition meetings and approve final drafts submitted by staff prior to general distribution.
- Ensure approved minutes are publicly posted, such as on the coalition website, or disseminated to all coalition members
- Notify all officers and members of all coalition meetings
- Assist staff with coalition correspondence and communications
- Active membership in the Executive/Leadership/Steering Committee

**At Large Member** *[optional position]*

The At Large Member, who is a member of the Executive/Leadership/Steering Committee, is selected by a majority of the voting membership of the coalition. The term of service of the Coalition At Large Member is for one year with no more than two consecutive terms. The At Large Member represents the coalition members at the Executive/Leadership/Steering Committee meetings.

Responsibilities:

- Gain an active working knowledge of the Strategic Prevention Framework
- Participate in assessment, planning, capacity building, implementation and evaluation activities
- Promote collaboration, communication, shared decision making and conflict resolution
- Remain open to diverse points of view and differences of opinion
- Develop and maintains positive community relations with Coalition members
- Deal with members fairly and sensitively, and confidentially when appropriate
- Support the use of data to assess progress (plan v. actual) and a continuous quality improvement process

Typical Activities:

- Active member of the Executive/Leadership/Steering Committee meetings representing the coalition members.
- Assists with recruitment of new coalition members



### **Immediate Past Chair (Volunteer)**

The Immediate Past Chair is an ex-officio member of the executive committee and current member of the coalition. The Immediate Past Chair may, by request of the Chair/co-Chairs, attend executive committee meetings

#### Typical Activities:

- Assist with the leadership transition and ensure sustainability.
- Assist the current Chair/co-Chairs with duties as requested
- Maintain active membership in the coalition

**Use the content above as the starting point to customize volunteer leadership role description for leaders of your Coalition.**