



## Volunteer Position Descriptions

**Position Title: Coalition Chair**

**Term:** 1 Jan - 31 December, annually elected at the Coalition Annual Meeting

**Description of duties and responsibilities:**

1. Preside at coalition meetings
2. Work with DFC Grant Director and coalition secretary to set monthly meeting agendas
3. Communicate meeting dates, agendas, and other important information to coalition members
4. Support DFC Grant Director, NRPD, NR Mental Health Coordinator, NR Youth Services Director, and others in advocacy as it pertains to coalition needs and activities
5. Work with DFC Grant Director to identify, recruit, and appoint new coalition members
6. Coordinate outreach with other town departments as needed
7. Conduct and collate annual coalition self-assessment
8. Develop and maintain positive community relations with coalition members, community prevention and treatment services providers, member communities, the Governor's Office and other local, state and federal agencies
9. Promote coalition member volunteer opportunities
10. Chair Annual Meeting event and recognition

**Qualifications for position:** Must be a current member of the coalition

**Supervisory requirements:** None



## Volunteer Position Descriptions

**Position Title: Coalition Vice-Chair**

**Term:** 1 Jan - 31 December, annually elected at the Coalition Annual Meeting

**Description of duties and responsibilities:**

1. Preside at coalition meetings when Chair is unavailable
2. Complete duties of the Chair, if the Chair is unavailable, on a short-term basis

**Qualifications for position:** Must be a current member of the coalition

**Supervisory requirements:** None



## Volunteer Position Descriptions

**Position Title: Coalition Secretary**

**Term:** 1 Jan - 31 December, annually elected at the Coalition Annual Meeting

**Description of duties and responsibilities:**

1. Record minutes of each meeting and/or secure an alternative person to keep minutes in his/her/their absence
2. Send minutes to Coalition Chair for review and distribution at least one week prior to next scheduled meeting
3. Prepare draft agenda for Chair and DFC Grant Director based on standing and additional items proposed

**Qualifications for position:** Must be a current member of the coalition

**Supervisory requirements:** None