



**Roles and Responsibilities Template:** What are the responsibilities of coalition members & the leadership team? Outlines the roles and responsibilities of both the general coalition membership and the leadership team. To be used by the coalition to understand the different responsibilities of members and the different roles of the leadership team.

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### **ROLES AND RESPONSIBILITIES OF GENERAL MEMBERSHIP & LEADERSHIP TEAM (DUES)**

The business of the **COALITION NAME** runs on an ongoing basis. We recognize that not all members in the coalition can attend every meeting. Meeting locations will be publicized on our website, Facebook, and via email by December 31 of the preceding year. Meeting agendas will be distributed one week prior to the general membership meeting. Those in attendance are responsible for decision-making. Those in attendance base all decisions on a majority vote of all members. Decisions are shared within one week of the general meeting via the listserv.

#### **General Membership**

1. Attend Monthly Meetings;
2. Inform Leadership Team of new opportunities to strengthen the Organization as they arise (e.g. Community Baby Showers, Conferences, etc); and
3. Recruit new members
4. Pay **\$10** Individual/**\$25** Organizational Membership Dues Annually. *In return for membership dues, members receive: ability to shape monthly agenda through contribution of agenda items; Voting Privileges at General Meetings; and countless opportunities to network and advance breastfeeding outcomes in our community.*

#### **Leadership Team**

1. All responsibilities of General Membership; and
2. Attend (minimum) 10/12 General Membership Meetings during term of service;
3. Meet quarterly and communicate as needed (e.g. email);
4. Set strategic vision of the **COALITION NAME**;
5. Establish external sources of revenue;
6. Represent **COALITION NAME** at other coalition and breastfeeding support meetings (e.g. MIBFN, WIC Conference, Mother Baby Summit, etc.)
7. Be added as a Facebook admin
8. Update Facebook page **1x/week**
9. Keep General Membership informed of changes and updates to organization at **monthly** meetings and via email, as appropriate

#### **CHAIR**

1. Chair General Meetings and Leadership Team Meetings



**COALITION BUILDING**

2. Secure meeting locations for General Membership Meetings

**VICE CHAIR**

1. Serve as the Chair in the absence of the Chair at General/Board Meetings
2. Update website as applicable
3. Establish monthly meeting topics

**SECRETARY**

1. Manage Listserv and Gmail account
2. Create and distribute meeting agenda **one week(s)** prior to general meetings
3. Take minutes at General Meetings
4. Distribute Meeting Minutes within one week after meeting
5. Take minutes at Leadership Team meetings

**TREASURER**

1. Maintain bank account
2. Collect Membership dues and meeting donations
3. Document all organizational expenditures
4. Report financials back to Leadership Team and General Membership (monthly, quarterly, annually)

**CHAIR EMERITUS**

1. Advise Board of Directors

\*The **COALITION NAME** Leadership Team will be elected annually at the **May** meeting. The term of service for all roles is one calendar year (**May-April**). The outgoing Chair will assume the role of Chair Emeritus. There is no term limit.

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## **ROLES AND RESPONSIBILITIES OF GENERAL MEMBERSHIP & LEADERSHIP TEAM (NO DUES)**

The business of the **COALITION NAME** runs on an ongoing basis. We recognize that not all participants in the coalition can attend every meeting. Meeting locations will be publicized on our website, Facebook, and via email by December 31 of the preceding year. Meeting agendas will be distributed one week prior to the general membership meeting. Those in attendance are responsible for decision making. Those in attendance base all decisions on a majority vote. Decisions are shared within one week of the general meeting via the listserv.

### **General Membership**

1. Attend and vote at coalition meetings
2. Inform Leadership Team of new opportunities to strengthen the Organization as they arise (e.g. Community Baby Showers, Conferences, etc); and
3. Recruit new members

### **Leadership Team**

1. All responsibilities of General Membership; and
2. Attend (minimum) 10/12 General Membership Meetings during term of service;
3. Meet quarterly and communicate as needed (e.g. email);
4. Set strategic vision of the **COALITION NAME**;
5. Establish external sources of revenue;
6. Represent **COALITION NAME** at other coalition and breastfeeding support meetings (e.g. MIBFN, WIC Conference, Mother Baby Summit, etc.)
7. Be added as a Facebook admin
8. Update Facebook page **1x/week**
9. Keep General Membership informed of changes and updates to organization at monthly meetings and via email, as appropriate

### **CHAIR**

1. Chair General Meetings and Leadership Team Meetings
2. Secure meeting locations for General Membership Meetings

### **VICE CHAIR**

1. Serve as the Chair in the absence of the Chair at General/Board Meetings
2. Update website as applicable
3. Establish monthly meeting topics

### **SECRETARY**

1. Manage Listserv and Gmail account
2. Create and distribute meeting agenda **one week(s)** prior to general meetings
3. Take minutes at General Meetings
4. Distribute Meeting Minutes within one week after meeting



**COALITION BUILDING**

5. Take minutes at Leadership Team meetings

**TREASURER**

1. Maintain bank account
2. Collect income
3. Record income and expenditures
4. Report financials back to Leadership Team and General Membership (monthly/quarterly/annually)

**CHAIR EMERITUS**

1. Advise Board of Directors

\*The **COALITION NAME** Leadership Team will be elected annually at the **May** meeting. The term of service for all roles is one calendar year (**May-April**). The outgoing Chair will assume the role of Chair Emeritus. There is no term limit.

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