



VOLUNTEER JOB DESCRIPTIONS

Updated Oct 2014

GENERAL MEMBERS

Purpose: To ensure diverse community sector input to the coalition.

Description: Representatives from local government; law enforcement; education; youth; parents; faith community; business community; youth serving organizations; health care; human services; civic organizations; prevention/treatment/aftercare; senior citizens; media; and other identified community sectors.

Process: Candidates are nominated by the Winnebago County Task Force (WCTF) membership.

Qualifications:

- Demonstrates interest and action for youth issues
- Has good communication skills
- Able to take individual initiative, follow through on projects, and work as part of a team

Responsibilities:

- Attend WCTF orientation and other educational opportunities as requested
- Attend a minimum of 6 coalition meeting annually and regularly participate in self-selected Committees, Project Groups, and/or Work Groups throughout the year
- Advocate for youth issues and share relevant information within their sphere of influence
- Serve as WCTF representatives to other groups as appropriate

Term: Members serve a three-year term and may serve as many terms as agreed upon by the member and the Executive Committee.



VOLUNTEER JOB DESCRIPTIONS

Updated Oct 2014

EXECUTIVE COMMITTEE

Purpose: To provide administrative oversight to the coalition.

Description-Required: Composed of coalition members.

Description-Other: Member representatives from additional community sectors, not to exceed 3 members.

Optional: A youth from Teen Council is invited to serve on the Executive Committee.

Process: Membership will be comprised of the WCTF Officers -Chair, Vice Chair, Secretary, and Treasurer and additional Executive Committee members shall include principals to represent K-5 grades and high school/middle school grades identified from among General Members to serve on the Executive Committee and confirmed by elected Membership.

Qualifications:

- Demonstrates interest and action for youth issues
- Has good communication skills
- Able to take individual initiative, follow through on projects, and work as part of a team
- **Has authority to make decisions and commit resources from within their sphere of influence**

Responsibilities:

- Attend WCTF orientation and other educational opportunities as requested
- Attend at least six annual full coalition meeting and quarterly Executive Committee meetings
- Advocate for youth issues and share relevant information within their sphere of influence
- Serve as WCTF representatives to other groups as appropriate
- **Serve as spokesperson for the WCTF as requested.**
- Participate in self-selected Committees, Teen Council, Project Groups, and/or Work Groups throughout the year.

Term: Youth- Youth members of the Executive Committee may serve a one or two year term, depending on election by their peers as Chair or Vice Chair of Winnebago County High School.

Adult- Adult members serve a three-year term and may serve as many terms as agreed upon by the member and the coalition.



VOLUNTEER JOB DESCRIPTIONS

Updated Oct 2014

WCTF CHAIR

Purpose: To lead coalition efforts and facilitate the Executive Committee.

Description: Adult appointed member eligible to serve on Executive Committee.

Process: general members select Winnebago County Task Force (WCTF) Chair.

Qualifications:

- Demonstrates interest and action for youth issues
- Has good communication skills
- Able to take individual initiative, follow through on projects, and work as part of a team
- Has authority to make decisions and commit resources from within their sphere of influence
- **Demonstrates leadership skills and experience**

Responsibilities:

- Attend WCTF orientation and other educational opportunities as requested.
- **Chair full coalition meetings and monthly Executive Committee meetings**
- Advocate for youth issues and share relevant information within their sphere of influence
- Serve as WCTF representatives to other groups as appropriate
- Serve as spokesperson for the WCTF as requested
- **Serve as supervisor for WCTF Director**

Optional:

- Participate in self-selected Committees, Teen Council, and Project Groups throughout the year

Term: Serves a three-year term and may serve as many terms as agreed upon by the member and the Executive Committee.



VOLUNTEER JOB DESCRIPTIONS

Updated Oct 2014

WCTF VICE CHAIR

Purpose: To fulfill the duties of the WCTF Chair in their absence.

Description: **Youth** or adult appointed member eligible to serve on Executive Committee.

Process, Qualifications, and Responsibilities: Same as WCTF Chair

Term: **Youth-** One or two year term, depending on length of Executive Committee service.
Adult – One or two year term.



VOLUNTEER JOB DESCRIPTIONS

Updated Oct 2014

WCTF SECRETARY

Purpose: To monitor written records of the coalition.

Description: Adult or **youth** appointed member eligible to serve on Executive Committee.

Process: general members select **The WCTF Secretary**.

Qualifications:

- Demonstrates interest and action for youth issues
- Has good communication skills
- Able to take individual initiative, follow through on projects, and work as part of a team
- Has authority to make decisions and commit resources from within their sphere of influence
- **Understanding of grant and program management**

Responsibilities:

- Attend WCTF orientation and other educational opportunities as requested
- Attend full coalition meetings and monthly Executive Committee meetings
- Advocate for youth issues and share relevant information within their sphere of influence
- Serve as WCTF representatives to other groups as appropriate
- Serve as spokesperson for the WCTF as requested
- **Record minutes from Executive Committee and regular coalition meeting minutes for review**

Optional:

- Participate in self-selected Committees, Youth Action Teams, Project Groups, and/or Work groups throughout the year.

Term: Serves a three-year term and may serve as many terms as agreed upon by the member and the general membership.



VOLUNTEER JOB DESCRIPTIONS

Updated Oct 2014

WCTF TREASURER

Purpose: To monitor financial records of the coalition.

Description: Adult appointed member eligible to serve on Executive Committee.

Process: general members select The WCTF Treasurer.

Qualifications:

- Demonstrates interest and action for youth issues
- Has good communication skills
- Able to take individual initiative, follow through on projects, and work as part of a team
- Has authority to make decisions and commit resources from within their sphere of influence
- **Understanding of grant and financial management**

Responsibilities:

- Attend WCTF orientation and other educational opportunities as requested
- Attend full coalition meetings and monthly Executive Committee meetings
- Advocate for youth issues and share relevant information within their sphere of influence
- Serve as WCTF representatives to other groups as appropriate
- Serve as spokesperson for the WCTF as requested
- **Review all budgets and financial reports**
 - Participate in self-selected Committees, Youth Action Teams, Project Groups, and/or Work Groups throughout the year

Term: Serves a three-year term and may serve as many terms as agreed upon by the member and the general membership.