Waushara County Wellness Coalition
Coalition Chair
Job Description

Position Title: Coalition Chair

Purpose: The designated leader of the Waushara County Wellness Coalition shall serve a one-year term. The chair shall lead the strategic planning and ongoing planning and implementation of prevention initiatives to improve the health and wellness of residents in Waushara County. The chair shall be responsible for the work of the leadership team and will oversee all action teams of the coalition.

Duties:

1. Lead all full coalition meetings and activities.
2. Oversee the work of the leadership team and all of the action teams formed by the coalition.
3. Responsible for setting and facilitating 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. 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. Lead the on-going process of recruitment of new coalition members and community partners.
Waushara County Wellness Coalition  
Coalition Vice-Chair  
Job Description

Position Title: Coalition Vice-Chair

Purpose: The designated vice-chair of the Waushara County Wellness Coalition shall serve a one-year term. The vice-chair shall assist the chair in leading the strategic planning and ongoing planning and implementation of prevention initiatives to improve the health and wellness of residents in Waushara County. The vice-chair shall also assist the chair with the work of the leadership team and will oversee all action teams of the coalition.

Duties:

1. The vice chair shall assume the duties of the chair in his/her absence to lead the full coalition meetings and activities.
2. Support the coalition chair to oversee the work of the leadership team and all of the action teams 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. Come to full coalition meetings well prepared and well informed about issues on the agenda.
6. Consider others’ point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
7. Represent the coalition to individuals, the public and other organizations.
8. Support the on-going process of recruitment of new coalition members and community partners.
Position Title: Action Team Leader

Purpose: To be an active participant of the Waushara County Wellness Coalition. The coalition member shall participate in the strategic planning and ongoing planning and implementation of prevention initiatives designed to improve the health and wellness of residents in Waushara County. The action team leader shall be responsible for the work of the action team as the designated leader of the action team.

Duties:

1. Attend full coalition meetings and activities.
2. Responsible for setting and facilitating meetings, preparing agendas, and shaping the specific work of the action team in relation to the broad mission of the coalition.
3. Will serve as the action team’s reporter of information back to the full coalition.
4. Come to full coalition meetings well prepared and well informed about issues on the agenda.
5. Consider others’ point of view, make constructive suggestions and help the full coalition make decisions that benefit those the coalition serves.
6. Represent the coalition to individuals, the public and other organizations.
7. Support the ongoing process of recruiting new coalition members and community partners.
Waushara County Wellness Coalition
Active Coalition Member
Job Description

Position Title: Active Coalition Member

Purpose: To be an active participant of the Waushara County Wellness Coalition. The active coalition member shall participate in the strategic planning and ongoing planning and implementation of prevention initiatives designed to improve the health and wellness of residents in Waushara County. The coalition member shall be responsible for the work of the coalition and will be actively engaged in the development and implementation of the coalition’s work plan.

Duties:

1. Attend four or more of the six regularly scheduled coalition meetings per year.
2. Active members are encouraged, but not required to be on an action team, scheduled as needed to accomplish tasks outside of regular meetings.
3. Support the leadership team with setting meetings, preparing agendas and shaping the specific work of the coalition in relation to the broad mission of the coalition as required.
4. Serve as a coalition reporter providing information back to the full coalition when requested by coalition members, action teams, or the leadership team.
5. Come to coalition meetings well prepared and well informed about issues on the agenda.
6. Contribute to meetings by expressing own point of view.
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. Assume a leadership role as needed.
10. Support the ongoing process of recruiting new coalition members and community partners.
Position Title: Supporting Coalition Member

Purpose: To be an active participant of the Waushara County Wellness Coalition. The coalition member shall participate in the strategic planning and ongoing planning and implementation of prevention initiatives designed to improve the health and wellness of residents in Waushara County. The coalition member shall be responsible for the work of the coalition and will be actively engaged in the development and implementation of the coalition’s work plan.

Duties:

1. Read minutes monthly, provide feedback when appropriate
2. Represent the coalition to individuals, the public and other organizations.
3. Support the ongoing process of recruiting new coalition members and community partners.