

<b>Job title</b>	<i>Chairman - House Meeting</i>
<b>Reports to</b>	<i>Board of Directors/house membership/higher power</i>

### **Job purpose**

- Develop agenda for and chair house meetings.

### **Duties and responsibilities**

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading. Using headings and giving examples of the types of activities to be done allows you to develop a flexible job description that encourages employee to 'work outside the box' and within reason, discourages "that's not my job".

- Develop and publish quarterly and special meeting agenda
- Chair quarterly meeting according to Robert's Rules of Order
- Take roll call
- assist and direct committee chairs with completion of tasks and duties
- Co-ordinate activities and inquiries with Board
- Direct member concerns to appropriate committee chairperson or to Board.
- Place member requests for agenda items on quarterly meeting agenda
- Follow-up on meeting votes to ensure that matters voted on get implemented

### **Qualifications**

One year of sobriety.