

This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category.

<b>Job title</b>	<i>House Vice Chairman</i>
<b>Reports to</b>	<i>House Chairman</i>

### **Job purpose**

To aid and assist House Chairman in agenda preparation, communication and coordination with the other committees and facilitate the quarterly meeting in his/her absence.

### **Duties and responsibilities**

- Assisting in communication with the board
- Assisting in communication with house committees
- Communicating agenda items brought by the attention of house members
- Encouraging shared information from house-to-group level
- Meeting with the House Chairman to organize agenda strategy
- Projects assigned by the House Chairman
- Facilitate and execute the quarterly house meeting in the House Chairman's absence.

### **Qualifications**

Qualifications include:

- Membership in a 12 step fellowship that recognizes sobriety
- Membership in a 12 step fellowship that does not recognize sobriety
- Minimum 1 year of continuous sobriety, if applicable
- Considerable similar experience at the discretion of the board, committees and membership body
- Reliability and commitment to meet responsibilities assigned
- Courteous and cooperative communication

### **Working conditions**

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.

### **Physical requirements**

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

### **Direct reports**

List by job title any positions to be supervised by the incumbent.

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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>

*Ideally, a job description should be reviewed annually and updated as often as necessary.*

*A national organization agreed to post this policy on [www.hrcouncil.ca](http://www.hrcouncil.ca) as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization*