*Reports to: [TITLE AND NAME OF PERSON THIS POSITION REPORTS TO]*

*Personnel reporting to: [TITLE AND NAMES OF THOSE THAT REPORT TO THIS POSITION]*

**Role Responsibilities**

[NAME OF PERSON] holds the responsibility for the following roles:

* **[NAME OF ROLE 1]** – responsible for [COMPLETE WITH HIGH LEVEL DESCRIPTION].
* **[NAME OF ROLE 2]** – responsible for [COMPLETE WITH HIGH LEVEL DESCRIPTION].
* **[NAME OF ROLE 3]** – responsible for [COMPLETE WITH HIGH LEVEL DESCRIPTION].
* **[NAME OF ROLE 4]** – responsible for [COMPLETE WITH HIGH LEVEL DESCRIPTION].
* **[NAME OF ROLE 5]** – responsible for [COMPLETE WITH HIGH LEVEL DESCRIPTION].
* **[NAME OF ROLE 6]** – responsible for [COMPLETE WITH HIGH LEVEL DESCRIPTION].
* **[NAME OF ROLE 7]** – responsible for [COMPLETE WITH HIGH LEVEL DESCRIPTION].

**Sample of tasks and duties**

**[NAME OF ROLE 1]**

Tasks and duties

…

**[NAME OF ROLE 2]**

Tasks and duties

…

**[NAME OF ROLE 3]**

Tasks and duties

…

**[NAME OF ROLE 4]**

Tasks and duties

…

**[NAME OF ROLE 5]**

Tasks and duties

…

**[NAME OF ROLE 6]**

Tasks and duties

…

**[NAME OF ROLE 7]**

Tasks and duties

…

**Requirements for Qualification to hold Role**

* [DEGREES]
* [CERTIFICATIONS]
* [AREA AND TIME OF WORK EXPERIENCE

Nice to have:

* [DEGREES]
* [CERTIFICATIONS]
* [AREA AND TIME OF WORK EXPERIENCE

**Metrics for Success – for goal development**

* [MEASUREMENT – SUCH AS $SALES CLOSED]
* [MEASUREMENT – SUCH AS CUSTOMER SATISFACTION]
* [MEASUREMENT – SUCH AS PUBLICATIONS]
* …

**Skills and Trait Profile**

* Skills
  + [SKILL – SUCH AS BUDGETING]
  + [SKILL – SUCH AS EDITING]
  + [SKILL – SUCH AS WRITTEN COMMUNICATION]
* Personality Traits
  + [TRAIT – SUCH AS CURIOUS]
  + [TRAIT – SUCH AS OBSERVANT]
  + [TRAIT – SUCH AS SOCIABLE]

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