National Model Congress Position Descriptions

**House Representative**
A representative serves as an elected official in a chamber of 435. The House of Representatives is the lower house in the United States Congress. As a Representative, you will:

- Write Legislation (bills)
- Serve on Committees
- Debate legislation

**Senator**
A Senator serves as an elected official in a chamber of 100. The Senate is the upper house in the United States Congress. As a Senator, you will:

- Write Legislation (bills)
- Serve on committees
- Debate legislation

“In war, you can only be killed once, but in politics, many times.” – Winston Churchill

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National Model Congress

Congressional Leadership Positions

**Speaker of the House** - leader of the House, presides over House sessions and is the administrative head of the House, leader of the Majority party in the House, and represents a constituency. Influence the calendar of bills, promotes House legislative platform, writes conference legislation, and other duties as assigned by the Executive Committee.

**Speaker Pro Tempore of the House** – assists the Speaker of the House as necessary. Presides over the house sessions during the Committee of the Whole, unless the Speaker appoints another majority member. Performs other duties as assigned by the Executive Committee.

**House Clerk** - Serves alongside the Speaker, performs any required legislation reading during sessions, may preside over the House, responsible for the House Journal, receive and send messages on behalf of the House, announce quorum, writes conference legislation, and other duties as assigned by the Executive Committee.

**Senate President Pro Tempore** - Presiding officer of the Senate, rules on points of order, appointment of committee chairs, longest serving member of the majority party in the Senate, influence the calendar of bills (indirectly), promotes Senate legislative platform, writes conference legislation, and other duties as assigned by the Executive Committee.

**Senate Secretary** - Serves alongside the President, performs any required legislation reading during sessions, may preside over the Senate, keeps a record of Senate business, announce quorum, writes conference legislation, and other duties as assigned by the Executive Committee.

**Committee Chair** - Preside over all committee sessions, appoints a vice chair or secretary, assures bill sponsorship, sets calendar of business, maintains quorum, and other duties as assigned by the Executive Committee.

**Majority/Minority Leader & Conference Chair/Vice Chair** - Organizes the party with legislators and acts as a figurehead, represents the party on the "floor" and other duties as assigned by the Executive Committee.

**Majority/Minority Whip** - assist the party leadership in pushing debate in the direction that supports party views, negotiates on behalf of the party and other duties as assigned by the Executive Committee.