**Speaker of the House Job Description**

1. **Job title:** ​Speaker of the House
2. **Summary:**​ The Speaker of the House is the leader of the House of Representatives and is chosen by the majority party. The party chooses the Speaker from the elected Representatives. Once chosen, the Speaker will serve for a two-year term, though there is no limit to how many terms he or she can serve. The Dean of the House of Representatives will swear the Speaker in.

Once sworn in, the Speaker will be in charge of all of the elected representatives and delegates from various territories. It is the Speaker’s job to oversee the House itself and maintain the dignity of the House.

The Speaker is second in line for the Presidency and will take office should both the President and the Vice President be unable to fulfill their duties.

1. **Responsibilities as Speaker:**
	1. Preside over meetings
	2. Appoint committee members
	3. Appoint nine of the 13 members to the House Committee on Rules
	4. Determines which bills will be debated and which ones will not
	5. Maintain dignity and decorum within the House of Representatives
2. **Responsibilities as Representative:**

Because the Speaker of the House oversees meetings, he or she does not traditionally participate in the debates. As a representative from his or her district, though, he or she still has responsibilities to the voters. These responsibilities can include:

* 1. hold town hall meetings
	2. speak to different groups and organizations
	3. help organizations find and apply for federal grants
	4. help constituents deal with federal agencies
	5. help constituents file complains
	6. offer student internships
	7. help constituents apply for benefits
	8. nominate students who want to attend military academies

1. **Qualifications and skills:**
	* 1. The Speaker of the House is an elected representative, chosen by the people of the district of the state he or she represents. According to the Constitution, a representative must be at least 25 years of age, a U.S. citizen for a minimum of seven years, and live in the state that he/she represents.
		2. Though not required by the Constitution, Speakers should have soft skills such as being able to communicate, speak in public, be able to work well under pressure, manage time, and solve problems.