

BOARD LIAISON JOB DESCRIPTION

Term of Office

One year. Reappointment at one-year increments while serving on the Board.

Method of Appointment

Members shall be appointed by the President-Elect, in consultation with President and the Chief Executive Officer.

Accountability

Report to: Board

Key Relationships: Designated committee, subcommittee or task force chair and vice chair, staff liaison(s)

Purpose

To foster communication about the Society's strategic goals and priorities, and mentor the next generation of volunteer leaders.

Expectations

- Attend committee meetings.
- Conversation at the beginning of each term with the Committee and Subcommittee (where relevant) Chairs and Vice Chairs and Staff Liaisons to discuss roles and preferred communication methods.
- Subsequent conversations prior to each Board meeting.
- Complete and submit the committee's report to the Board prior to each Board meeting.

Responsibilities

- Serve as a link to the Board and its activities.
- Educate others about the Society's Strategic Plan, public Board actions and decision-making rationale, and strategic trends affecting the Society.
- Serve as a resource for information about the Society's staff and volunteer structure (who does what), and business processes/procedures (how things get done), including nominations and appointments.
- Encourage innovative thinking and a future focus in committee, subcommittee or task force deliberations.

- Act as a sounding board and advisor to current and emerging volunteer leaders, including Chairs, Vice Chairs and Co-chairs to help them strengthen their effectiveness, develop their leadership skills and maximize their contribution to the Society's mission.
- Help the Governance Committee identify and/or assess potential candidates for Board, officer, or committee, subcommittee, and task force assignments.

Decision Making Authority

- Make recommendations to chairs, members, staff and the Board.

Qualifications

- Currently serving Trustee or Officer

Estimated Time Commitment

- Varies, depending on the particular committee assigned.