



## Staff Liaison Job Description

Each committee is appointed a specific staff member who will serve as a voting member of the committee and be the point of contact between the committee and the divisions' leadership. The staff liaison(s) is responsible for providing support and guidance to ensure the successful execution of committee goals and tasks.

### Committee Director(s) will:

- Meet with staff liaison(s) to review committee responsibilities prior to first committee meeting
- Consult with the liaison to ensure committee is meeting expectations
- Include liaison(s) on the roster and invite them to all meetings (Liaison is a committee member.)
- Include liaison(s) on all committee correspondence
- Include time on agenda for liaison reporting
- Consult liaison for additional committee meeting agenda items prior to distribution

### Staff Liaison will:

- Partner with director(s) to ensure needed resources and support are provided
- Include division's executive leadership, director(s) on all correspondence relevant to that committee's responsibilities
- Invite director(s) to attend vendor meetings
- Attend committee meetings and/or conference calls or send other staff member to represent

### Serve as Expert Resource for:

- corporate policies and procedures
- organizational initiatives and goals
- budget planning and compliance
- professional expertise (i.e., negotiating, marketing, meeting planning, technology, training, etc.)
- corporate history and current organizational events

### Ensure Delineation of Responsibilities:

- monitor activities of other committees where there might be opportunities for alliance or conflict
- ensure timeline deadlines and progress expectations are communicated and met
- monitor needs of committee to include volunteers, unbudgeted funds, staff support, etc.

### Develop and Oversee Budgets:

- ensure committee understands budget and operates within those parameters
- submit additional funds requests to Executive Director for approval
- review budget reports monthly for accuracy and report any discrepancies to bookkeeper