

ECIA Board of Directors Committee Liaison Roles

Definition:

A Board Liaison is appointed by the Board President to serve as a communication conduit between the Board of Directors and a designated committee.

Purpose:

The liaison's responsibilities are to provide information and resources to committees, as needed, and to ensure objectives and tasks are presented to the Board of Directors in a professional manner.

Overall responsibilities:

- Establish and maintain understanding and cooperation between the Board of Directors and the Advisory Committee
- Attend scheduled committee meetings; arrange for alternate liaison to attend if necessary
- Ensure committee activities align with their charter, guidelines, and all ECIA governance documents; provide guidance as needed
- Assure all committee records are easily obtainable
- Provide a written monthly report for Board meetings to include committee activities, plans or requests
- Represent the Board's point of view and point out, as needed, the Board's responsibility on any given action
- When needed, bring questions to the Board when committees are unsure about proceeding with a particular action
- Assist with submitting official committee requests
- Ensure official documents go through the proper channels
- Consult fellow Board members on unfamiliar matters in a timely manner
- Report performance concerns, when appropriate, to the Board of Directors