

## **Board Liaison – Role & Responsibilities**

The primary function of a board liaison is to be a two-way between committees and the board. Board liaisons must be in touch with their committee chairs and/or staff liaisons, periodically to communicate what is going on in the organization, how it affects the committee/group, and to give direction, guidance, and support to the group. Board liaisons should understand the committee's purpose and work, well enough to serve as an advocate and speak on behalf of the committee to the board.

- Facilitate effective communication between the Board of Directors and the Committee/task force
- Ensure that the Committee is completing the assigned tasks/responsibilities
- Consider whether Committee discussions should be communicated with other Committees for further collaboration.
- Ensure that regular reports are submitted to the Board from the Committee.
- Act as an advocate for their Committee during a Board meeting.
- Report to their Committee, any action taken by the Board that impacts the Committee's charges.
- Work with Committee leaders to ensure appropriate Committee succession planning and leadership development of Committee members.
- Foster collaborative working relationships among staff, Chair, and Committee members
- Actively engaged with committee (participating in calls and meetings)
- Report to board on behalf of committee or bring forth action items or requests
- Report back to committee on any notable topics or issues that were discussed in the board meeting
- Summarize or highlight significant items or projects during board meetings on behalf of committee
- Board directives to committees
- Does not vote

### **Additional committee-specific responsibilities:**