



Association for Information Science and Technology

## **THE ROLE & TASKS OF ASIS&T BOARD AND STAFF LIAISONS**

---

### **Board Liaison Definition**

A Board Liaison is a member of the Board who maintains a critical connection between the Board of Directors and a designated committee, jury, advisory board or task force. Board Liaisons are appointed by the President-Elect and assignments begin annually following the Annual Meeting. The primary purpose is to facilitate communication between the Board and appointed member groups. The Board Liaison is the Chair's primary contact for all governance related issues and supports the Chair with leadership of the appointed group as necessary.

### **Overall Board Liaison Responsibilities**

- Facilitates communication between the Board and the appointed group
- Ensures that the appointed group operates within the parameters of their charge/function statement
- Ensures that the work of the appointed group stays aligned with the strategic plan, the group's function statement and the annual committee charge
- Fosters collaborative working relationships between staff, Chair, the Board and committee members
- Works with Chairs to ensure long-term productivity of the appointed groups, including facilitating a smooth transition from the out-going chair to the in-coming one

### **Specific Tasks**

Supports the work of the committee

- Identifies potential cross-collaboration opportunities (e.g., between/among appointed groups, or between/among appointed groups and Association headquarters) and initiates/facilitates conversations on these opportunities to ensure alignment with each appointed group's strategic priorities and scope of work (as per the strategic plan and annual committee task list) while avoiding duplication of effort
- Attends all group meetings
- Refers the Chair to their Staff Liaison for questions outside of the scope of the Board Liaison role, such as conference logistics, award committee policy interpretation questions, scheduling conference calls, etc.
- If the appointed group (or a particular member or chair) is unable to perform its work successfully for any reason, the Board Liaison escalates concerns to the President and Executive Director

## Helps the Chair with Leadership & Management Issues

- In the event a Chair or group member is not performing as required, the Board Liaison notifies the President and Executive Director then works to strategize on steps needed in order to improve performance. A call for a resignation is to be used as a last resort. Only the President can ask for a Chair or appointed group member's resignation
- As needed, assists Chairs with leadership issues, such as how to motivate committee/jury/taskforce/advisory board members, set schedules, and so on.
- Works with Chair to ensure appropriate chair succession planning and leadership development of group members
- Listens to Chair concerns and problems and provides Chairs with a chance to be heard, vent, ask for support and/or brainstorm ideas or solutions
- Points Chairs toward appropriate resources to help them with their leadership role.
- Helps the Chairs understand what they are empowered to do in their role as group leader, including: create a work plan, delegate tasks, make assignments, set deadlines, mentor new group members, intervene when a member's performance is below expectations, schedule meetings/e-chats, contact you (the Board Liaison), the Staff Liaison, the President, or the Executive Director at any time with questions or concerns
- Helps the Chair define what meaningful participation and expectations are in terms of group members' contribution to the work of the group. This includes: being prepared, following through on tasks, meeting deadlines, communicating in a timely manner, being respectful/congenial towards the chair and other members, and understanding the overall goals/tasks of the group. Once the Chair is happy with his/her definition, make sure they share this with their group members

## Facilitates communication between the Board and the appointed group

- Checks in with Chairs on a monthly basis.
- Ensures that the appointed group meets at least quarterly.
- Ensures that quarterly Chair reports are submitted to the Board by the due date.
- Acts as an advocate for the group during a Board meeting, as appropriate
- Reports to their Chairs any relevant action taken by the Board
- Provides Chairs with contact information so Chairs can reach Board Liaisons on-site at conferences if there is an emergency
- As needed, assist Chairs with governance issues, such as interpreting how the work of the group supports the strategic plan

## Other

- Recognizes the work of the Chair and group members, including sending them thank you letters at the conclusion of their term.

## Communications

- Before your official Board Liaison role begins, contact the Chair(s) of the appointed group and introduce yourself. You may wish to share this job description with them as well.
- On a monthly basis, check in with your Chairs and have a conversation with them about how things are going with their group. You might see if they have any questions, need any support, want someone to listen to their concerns or ideas, etc.
- If the communication is not time-sensitive, raise any Chair or group issues at the next regularly-scheduled meeting of the Board and/or group
- Transmit non-confidential information, questions and feedback between the appointed group and the Board in a timely manner
- When sharing information with the board, be clear whether the appointed group is making a formal request or if the group is simply offering observations

Note: Board Liaisons must be careful not to usurp the authority of the appointed Chair.

## Staff Liaisons to Committees

The primary purpose of the Staff Liaison is to serve as a resource to the committee and to promote its work progress. The Staff Liaison should be viewed as a credible resource—not as an appointed secretary.

The exact tasks of the Staff Liaison will vary by committee. The overall role of the Staff Liaison is to:

- Provide information and resources as needed to support the work of the appointed group
- Assist with setting up conference calls, meetings, etc. as needed
- Help the Board Liaison and Chair steward the group with strategic goals and priorities in mind - ensure the alignment of group strategies with the goals and objectives as set forth by the board
- Communicate and share information relevant to the group with the Board Liaison and Chair in order ensure that the Chair is up to date on activities that directly impact his/her group

- Assist the Board Liaison and Chair with matters that must be addressed at ASIS&T headquarters, such as troubleshooting a technical problem in the committee space on [community.asist.org](http://community.asist.org) or updating content on the ASIS&T web site
- Work with Board Liaison and Chairs to ensure long-term productivity of the group, including providing relevant background information and/or committee history
- Communicates all committee action back to ASIS&T staff and the Executive Director
- Attends all meetings and records the minutes

Note: Staff Liaisons must be careful not to usurp the authority of the Chair or Board Liaison.

*Approved by the Executive Committee, January 8, 2018*