

# BOARD LIAISON

## *Quick Reference Guide*

### ROLE

The Board Liaison of a KY/TN Section AWWA committee is responsible for two way communication of committee activities between the Board of Trustees and the committee. The Board Liaison also provides guidance to assigned committee(s) regarding the mission, core principles, and strategic goals of both the Section and the Association.

### Responsibilities:

1. Maintain a strong and active interaction and communication with assigned Section Committee Chair(s).
2. Actively reach out to help the committee to be productive, keeping in mind that the liaison serves as a facilitator and is not intended to be a part of the committee or to participate in the committee's work.
3. Work with the committee to recommend changes to the committee charge to insure that it remains up-to-date and of value.
4. Enable early identification of problems or concerns raised by the committee and support effective discussion/action to resolve issues raised.
5. Attend a minimum of three committee meetings per year. Contact Committee Chair prior to meeting and ask to be on the agenda at the meeting to introduce yourself and explain your function.
6. Provide a channel for committee communication with the Board of Trustees.
  - a. Obtain from the committee chair a work plan and budget for proposed activities contemplated for the coming year by the date specified by the Secretary/Treasurer.
  - b. Obtain Committee Activity Report(s) at least one week prior to Quarterly Board Meeting.
  - c. Advise and assist assigned committees that need to communicate with the Board of Trustees.
  - d. Enable early identification of developments or opportunities where the Board of Trustees involvement/action would advance success.
  - e. Review proposed items and obtain background information from committee before taking to the Board of Trustees. Advise the Board on options or possible actions that it might take to handle the report or recommendations. Assist the Board to handle the

agenda item expeditiously and try to answer, in advance if possible, questions that might be raised by the Board when it considers the committee's agenda item or report.

- f. Present agenda item(s) at Board meetings and lead the discussion.
- g. Report back to the committee chair promptly via phone or email regarding the discussion and any action taken by the Board.