

*Role of Liaisons to Committees, Working Groups, etc.*

*The role will differ somewhat from one group to another, but in general these are the responsibilities.*

Facilitate two way communication—important deadlines, actions, decisions

Represent needs of the group to the board

Find out how the group is implementing/ relating to the COIC Report, coach if necessary

Discuss and negotiate any budget requests/ monitor budget

Attend meetings as needed; may be ex-officio member where appropriate

Serve as resource for nominating or appointment process

Make sure any desired policy decisions are brought to the board

Create relationship with chair—regular check-ins as they are useful

Convey any internal vacancies, conflicts, obstacles or struggles to board or co-moderators