



BOARD LIAISON POSITION DESCRIPTION

Each committee and project team is assigned a Board Liaison. The Board Liaison is the committee/team's link to the Board of Directors. The Board Liaison is responsible for the following:

- Ensure that committee/team efforts are and remain aligned with the mission, goals and strategies of ALA and the committee/team's approved Plan of Work.
- Present recommendations and actions to the Board of Directors through Committee Chair and ALA staff for agenda development. Agreement with committee actions is not required.
- Serve as an interpreter to the committee on ALA policies and processes.
- Ensure fiscal responsibility, working with the Staff Liaison and Committee Chair/Team Lead to ensure the committee/team works within approved budget and fiscal guidelines.
- Counsel with the Staff Liaison and Committee Chair/Team Lead to meet objectives or should problems occur, consult with the Executive Director and Board, as necessary.
- Report to the Staff Liaison and Committee Chair/Team Lead promptly actions of the Board affecting the committee.
- Identify potential future leaders.