



HEADQUARTERS STAFF LIAISON POSITION DESCRIPTION

BASIC FUNCTION:

Serves as an informed resource person to a Committee Chair or Project Team Lead and members of the committee or project team but is not a member of the committee/team. Assist the Chair/Lead in facilitating committee/team discussions and activities that address the committee's/team's charge. Work with the Chair/Lead to ensure that all committee/team work is aligned with the mission, goals and strategies of ALA and the committee's/team's approved Plan of Work.

GENERAL RESPONSIBILITIES INCLUDE:

- Provide thorough orientation for each new Chair/Lead and collaborate with the Chair/Lead to provide orientation for new and continuing committee/team members each year.
- Work with the Chair/Lead and committee/team members to develop a Plan of Work and budget that will allow the committee/team to effectively and efficiently discharge its responsibilities for the year.
- Manage the committee budget. Ensure that reimbursement requests are processed in accordance with ALA's Volunteer Travel Policy and in a timely manner.
- Work with the Chair/Team to develop agendas and conduct effective meetings.
- Provide administrative support for planning and execution of all committee/team meetings.
- Ensure minutes of all committee/team meetings are drafted and submitted to the Chair/Team for review and approval. Retain copies of all minutes.
- Work with the Chair/Team, other committee/team members and ALA staff to ensure that the work of the committee/team is carried forth between meetings.
- Facilitate communication of committee/team activities, including requests for action and/or proposed policies, to the Executive Director and Board of Directors.
- Where appropriate, assist the committee/team in proposing products and projects that will further the goals and objectives of the Association.