

**Position:**

Board Liaison

Term:

1 year

Description:

The board liaison is a member of the APC board. The board liaison serves as the connection between the board and the assigned committee. Board liaisons are appointed by the president in consultation with the CEO and approved by the board. The board will review liaison assignments once a year.

Specific Duties and Responsibilities:

- a. Attends all board meetings
- b. Regularly attends meetings of the committee(s) to which assigned as the board liaison
- c. Collaborates with chair and staff liaison on committee outcomes
- d. Maintains a formal connection between the board and the committee
- e. Ensures committee objectives reflect the APC mission, vision and strategic plan
- f. Assures the committees work is reported to the board
- g. Communicates to the board any requests or information from the committee to the board
- h. Conveys to the committee any requests or information from the board to the committee

03/2012