



Apra Board Liaison Role Description

Board liaisons are the link between the Board and the work of the committees. Committee chairs count on the liaison to give them guidance and direction from the Board and to help clarify Board intentions. Board liaisons have current information that can help guide committees. As well, board liaisons can share committee questions or concerns that need to be brought to the attention of the leadership. In addition to their main responsibility to be the line of communication between the Board and committee, Board liaisons are responsible for progress checks with their committees and should offer any assistance to accomplish committee work. This ensures that Board liaisons are actively aware of the tasks charged to the committee and the committee's progress on those tasks.

Board liaisons are appointed by Apra President-Elect and must currently serve as director or officer of Apra's Board. The Board liaison is the committee chair's primary contact for all governance-related issues and supports the chair with leading the committee members as necessary.

Board Liaison Responsibilities

Primary Function: Fosters communication with committee chairs about Apra's strategic goals and priorities, and mentors the next generation of volunteer leaders. Serves as a link to the Board and its activities.

Makes Decisions/Takes Action: Serves as a regular, voting member of the committee. Works with the committee chair to prepare reports submitted to the Board. Presents committee recommendations to Apra staff and the Board.

Recommends/Provides Input: Provides guidance, mentoring and support to committee members, especially with regards to Key Performance Indicators (KPI). Fosters collaboration and communication within the committee. Oversees evaluation of policies and procedures. Participates in committee meetings of their respective committees and is available to the committee chair and committee members when needed.

Monitors/Evaluates: Conducts progress checks with their committees and offers assistance as necessary to accomplish the activities being carried out by committee members. Stays apprised of volunteer capacity and engagement, and supports the committee chair if action is required. Encourages innovative thinking and a future focus in committee deliberations.

Communicates: Facilitates communication between the Board, the committee chair and committee members to ensure that tasks/responsibilities towards annual Key Performance Indicators (KPI) are completed.