

Board/Committee Liaison

Purpose

The purpose of the Board/Committee Liaison is to ensure good communication and transparency between the Board and Committees. The Liaison can also help ensure that the goals set out by the Board and the Membership are achieved.

Source of Authority

1. Board/Committee liaisons are members of the Board of Paloma Housing Co-op.
2. Board/Committee liaisons are accountable to the Board.
3. Board/Committee liaisons are appointed by the Board annually.
4. Board/Committee liaisons report to the Board.

Duties and Responsibilities

- Be familiar with the activities and issues of the assigned Committee.
- Be familiar with the Committee's Job Description.
- One week before the Board meeting ask the respective committee chair for a report on activities, issues, and requests.
- Send the report to the Directors before the meeting and/or be prepared to talk about it at the meeting.
- Convey questions, information or concerns from the Board to the Committee.