SUMMARY

AVLIC strives to accomplish its mission through the work of dedicated committee volunteers including Board members and committee coordinators. The need for effective communication is imperative between committee coordinators and Board liaisons, especially with the geographic vastness of the national organization, the number of standing and ad hoc committees, the accountability to the membership and desire to accomplish the objectives of the Association.

Each term a Board liaison for each committee is designated by the AVLIC Board of Directors. Each liaison will then seek out a coordinator to lead the committee in fulfilling its role and responsibilities.

The document below outlines the roles of the Board liaison and the committee coordinator, the reporting protocol for communication and timelines for reporting.

OBJECTIVES

• Define the role of the AVLIC Board liaison
• Define the role of the committee coordinator
• Identify lines for reporting
• Identify timelines

ROLE OF THE BOARD LIAISON

The Board liaison works closely with the committee coordinator to help define the committee’s goals and support efforts to achieve those goals. To do this, the liaison should encourage and ensure the committee has:

• A coordinator;
• An appropriate number of people on the committee to perform the work;
• Clearly defined goals and action plan;
• A budget, if applicable;
• Enthusiasm and teamwork.

THE BOARD LIAISON WILL:

• Communicate on a regular basis with the committee coordinator;
• Assist the committee coordinator when needed while allowing the committee to maintain ownership of the work;
• Encourage the committee to accomplish its goals;
• Ensure that standardized procedures are met for establishing/maintaining a committee;
• Ensure the committee is following the terms of reference within the scope of the motion(s) outlined by the members;
• Review and ensure all committee reports adhere to AVLIC’s Report Writing Policy. The Board liaison may need to seek clarification from the committee coordinator to appropriately represent the committee at Board meetings. The Board liaison will need to set an appropriate deadline for submission of the reports from the committee coordinator to ensure ample time for vetting. The Board liaison will then forward the finalized committee report to the AVLIC secretary before the determined deadline for inclusion in the reporting packages.
• Assist committee members to resolve committee-related conflicts (i.e. process used to undertake work of the committee, division of duties, understanding the scope of work conducted by the committee etc.);
• Assist the committee coordinator in the recruitment of members to fill vacancies;
• Attend local committee meetings, when and where possible, to strengthen the connection between the Board and the committee;
• Inform the committee coordinator that the Board liaison needs to be included in committee e-mail communication (until such a time that the liaison feels that it is no longer necessary);
• Respond to all e-mail communication in a timely manner;
• Ensure that a current list of committee members is forwarded to the administrative manager.

**ROLE OF COMMITTEE COORDINATOR**

The committee coordinator works closely with the committee members and Board liaison to maintain the committee’s goals. To do this, the coordinator should encourage and ensure the committee has:

- An appropriate number of people on the committee to do the work;
- Clearly defined goals, action plan and timelines;
- A budget, if applicable;
- Enthusiasm for the work.

**THE COMMITTEE COORDINATOR WILL:**

- Ensure that the duties and responsibilities of the committee are carried out;
- Communicate regularly with the assigned AVLIC Board liaison and respond to e-mail communication in a timely manner;
- Prepare a budget for defined projects (if applicable);
- Prepare committee reports as directed by the Board liaison (see details in Lines of Reporting and Timelines below);
- Prepare thank you cards to committee members at the end of their term (recognition cards are to be distributed at the biennial AVLIC conference appreciation luncheon or shortly thereafter).
**LINES OF REPORTING**

**BOARD LIAISON WILL:**

- Update the AVLIC Board on committee activities as needed;
- Vet and submit reports, as composed by the committee coordinator, to the secretary for inclusion in the reporting packages;
- Submit proposed budgets to the AVLIC Board for approval.

**THE COMMITTEE COORDINATOR WILL:**

- Update the Board liaison regularly on the work of the committee;
- Prepare written reports, as directed by the Board liaison, adhering to AVLIC’s Report Writing Policy;
- Submit budgets, if applicable, to the Board liaison.

**TIMELINES**

**BOARD LIAISON WILL:**

- Send an introductory e-mail within two months of election to committee coordinators and members, outlining the following:
  a) Role of the AVLIC Board liaison and committee coordinator
  b) Dates for future AVLIC Board of Directors meetings
  c) Pertinent documents (e.g. expense forms, policies and procedures, bylaws etc.)
  d) Report-formatting guidelines
  e) Pertinent motions;
- Request updates from the committee prior to online Board meetings (where written reports are not required, but oral/signed updates are requested);
- Request committee reports prior to the due date of all AGMs and Board meetings;

**COMMITTEE COORDINATOR WILL:**

- Submit committee reports to the Board liaison by the due date as determined by the Board liaison.