

# Society Board District Liaison Job Description

**Definition:** li·ai·son

*noun* \ˈlī-ə-, zān, lē-ˈā-, ÷ˈlā-ə-\

- A person who helps organizations or groups to work together and provide information to each other.
- A relationship that allows different organizations or groups to work together and provide information to each other.

**Objective:** To ensure a harmonious and productive relationship between districts and the Society Board, and to foster collective and cooperative action in the achievement of Society AIMS, board members will be assigned as liaisons to specific districts for a period of not less than one year.

**Relationships:** The Society wishes to facilitate the exchange of information between district leadership teams and the Society so both may become more effective, thereby enhancing the success of the Society, the districts, and their chapters and increasing the enjoyment and fulfillment of members. The Society also wishes to become more effective communicating and collaborating with districts in the achievement of Society AIMS for mutual benefit. District liaisons will act to build a foundation of trust upon which will rest their role as an advisor to the district.

**Specific Job Responsibilities:** In the role of liaison, the designated Society Board member will:

1. Build and sustain a relationship with the District President such that he (the liaison) can provide the advice and assistance the District President feels is necessary and appropriate.
2. To the extent practical, possible, and desired by the District President, become part of the leadership team of each of the districts to which he has liaison responsibilities and contribute, as requested, advice and counsel. Facilitate communication between the district and the Society Board regarding issues affecting district and Society goals and leadership succession within the districts.
3. Prepare for and participate in planning meetings, and other board meetings as practical, of the district to which he has liaison responsibilities. Communicate Society Board priorities and strategic guidance to district leadership and communicate issues and concerns of the district to the Society Board.
4. Prepare and submit reports on all conventions and HOD meetings attended using the standard template and distribution list of August 2013.
5. Honor the desires of the District President in the manner and frequency of liaison contacts with members of the district leadership team.
6. Respond promptly to any request for assistance from the district to which he is assigned.
7. Plan travel to ensure full participation in all convention weekend scheduled events such as district board meetings, HOD meetings, convention sessions, youth adjudications, education programs, and hospitality functions.
8. In cases where the liaison will not serve as Board Representative to his assigned district Convention or HOD meeting, prepare the designated Board Representative on current questions, issues and actions of the district and facilitate contact with the DP in the liaison's absence.

(See Appendix 1 for examples of potential support activities for the liaison.)

## Appendix 1 – Society Board District Liaison Potential Support Activities

1. To the extent possible and desired by the District President:
  - a. Remain in contact with the district leadership on a regular basis beyond scheduled board and HOD meetings and conventions.
  - b. Participate in events outside of board meetings, HOD meetings, and conventions and make himself available for face-to-face meetings with district members.
2. Become and remain familiar with the district communication media and content. Offer to be a contributor and to use that communications channel to connect with everyone in the district.
3. Share information on “best practices” in the district with the Society Board and share other district “best practices” with his assigned districts.
4. Remain current on district issues, concerns, accomplishments, and plans and be able to provide a snapshot of the district’s health, welfare, and near term prospects during monthly Society Board web conferences.
5. Make use of any or all of the following techniques to liaise effectively with the assigned district:
  - a) Frequent emails/other communications for opinions or support.
  - b) Monthly conference calls.
  - c) Attend each Convention and/or HOD Meeting.
  - d) Attend district board meetings/OT meetings if they are held in conjunction with district conventions or HOD meetings.