

Executive Council Liaison to Sections and Focus Groups

Role Description: The purpose of the Executive Council (EC) Liaison to the sections and focus groups is to:

- Provide a conduit for information between the sections/focus groups and the EC (i.e., at monthly section forum calls and Q/A via email as needed) in addition to the information pipeline provided by Leadership Support staff (i.e., a monthly section calls).
- Respond to conflicts and concerns within the volunteer leadership of the sections and focus groups
 - o Conflicts and concerns that are not routine, or do not have existing processes for management should be managed with a member-to-member/leader-to-member/leader-to-leader approach. If staff do not have a policy, a member should be involved in developing a resolution.
- In cooperation with the Leadership Support staff, monitor the status of sections and focus groups, and help develop the work plan for recovering a section or focus group that is not meeting expectations. Focus group work plans will be developed in collaboration with the primary section.
- Alert EC to organization-level, strategic-level, and otherwise sensitive issues emerging in the sections and focus groups.

Tasks:

- Work with the Leadership Support staff to develop and update dashboards for monitoring sections and focus groups against the expectations EC has for their role in achieving the strategic plan.
- Communicates at least monthly with the Leadership Support staff to review the status of sections and focus groups as tracked in dashboards.
- Attend the monthly Section Forum conference call to update leaders as necessary, and to observe trends and rising issues. The EC Liaison will not be attending monthly section calls, and the EC updates will be provided by the staff liaison.
- Respond to communications from leaders at all levels of the sections and focus groups and help resolve issues.
- In consultation with the Leadership Support staff, report to EC as requested on the status of the sections and focus groups.
- Collaborates with staff to implement EC-approved actions related to sections and focus groups.

Requirements:

- Member in good standing
- Experience with section and focus group operations
- Executive Council member in good standing

Term: 1 year, starting each year during the annual meeting

Selection Process: Appointed by Executive Council

Estimated Time Commitment: 4-6 hours/month