



Committee-to-Council Liaisons: Procedural Guidelines and Objectives

The role of a council-to-committee liaison is to improve communications and enhance the relationship between committees and council by better understanding the goals, processes, and action items of the committee and council. These procedural guidelines and objectives aim to eliminate undesirable duplication of efforts, and, where the committee and council's interests converge, to provide an efficient means to link their efforts for more productive outcomes.

A. Liaison Assignments:

- *Mutual interest area sharing* – The goal of liaison assignments is to provide pertinent information to the council to better tackle issues of mutual interest.
- *Information gathering* – The liaison interacts with the committee to collect information, which can then to be used by the liaison in council discussions and action.

B. Liaison Best Practices Objectives:

The effectiveness of liaisons in serving committees are greatly enhanced by following these best practices:

As a liaison, you should;

- Know and understand the mission, goals and processes of the committee.
- Act as a representative of the Council, but not a member of the committee.
- Assume a helpful role in presenting the committee's point of view to the Council.
- Read and become familiar with relevant issues on committee agendas prior to the meetings.
- Participate in any committee discussions relevant to your liaison assignment that are scheduled between council meetings.
- Be prepared to communicate what the Council is working on in committee discussions.
- Provide a liaison report for each council meeting which focuses on progress toward defined outcomes.