

Guidelines for Community of Practice Board Liaisons

Introduction

Board liaisons are the board's link to clear communication with AST's communities of practice (COPs). Board liaisons play a primary oversight role on behalf of the board, and provide a link between the board and COP leadership.

A board liaison can be characterized as both an ambassador to the COP EC and as a member of the COP EC.

Communication via the board liaison is critical to:

- Keeping initiatives in line with the strategic direction of AST
- Reporting on progress being made towards COP goals
- Communicating board directives
- Alerting the board to any issues arising within the COP

Duties of the Board Liaison

- The board liaison must familiarize themselves with the initiatives of the COP. New board liaisons are strongly encouraged to schedule a time to talk with the chair to review COP initiatives.
- The board liaison is responsible for reporting any newly proposed initiatives or deviations from approved initiatives to the board.
- The board liaison is a conduit of information/communication from the board to the COP and vice versa. The board liaison is also a supporter of the chair in achieving the COP initiatives.
- The board liaison should attend all in-person meetings and participate on COP conference calls throughout the year. This attendance and attention to COP initiatives acknowledges the importance of the COP members' time.
- The board liaison should continually monitor the COP's progress toward accomplishing its goals.
- The board liaison is responsible for advising the COP about appropriate processes for their activities, including the need for board approval of policy items or expenditures.
- The board liaison should advise the board if there are concerns with a COP, including, attendance, leadership, or policy problems. In advance of a board meeting, the board liaison should recommend to the Executive Director that discussion of the COP be added to the board agenda.
- The board liaison should review the minutes of the COP meetings and share key items with the board when appropriate.
- The board liaison is responsible for delivering the information to the COP when the board decides about a COP recommendation.

- The board liaison should participate in formulating the annual goals for the following year.

Staff Support of the Board Liaison

- Copy board liaison on all emails related to the COP.

COP EC Responsibility to the Board Liaison

- Copy board liaison on emails involving the COP EC, including chair and/or co-chair communications.
- Include board liaison on invitations to events, meetings, and activities of the COP.