



FPA Committee Position Descriptions:

Board Liaison:

A Board Liaison is a member of the FPA Board of Directors who maintains the formal contact or connection between the Board and a specific committee. Board Liaisons are appointed by the president of the Board, and liaison assignments are reviewed annually. The primary role of a Board Liaison is to facilitate communication between the Board of Directors and the committee served.

The responsibilities of a Board Liaison are:

- To attend both Board meetings and the assigned committee's meetings on a regular basis.
- To carry information, questions, and feedback between the two bodies at the request of those groups.
- To consider and inquire whether discussions that occur during meetings should be raised with the other group.
- When sharing information, to be clear whether they are making a formal, requested communication from the other group or simply offering their personal observations and experience of the meetings they have attended.
- The Board Liaison should not do work for the committee, nor serve as a voting member in any capacity.

Staff Liaison:

The Staff Liaison serves as an advocate, administrator, and resource to enable the committee to fulfill its charge and accomplish its goals in accordance with the FPA strategic directive and business plan.

The liaison:

- Serves as a bridge between staff and FPA leadership
- Advises the chair and committee members, and
- Assists the committee by providing strategic advice and facilitating communications, action and cooperation.

Staff Liaison duties are:

- Manages meeting logistics
- Coordinates and communicates the agenda, action items, meeting notes, reports, correspondence, etc.
- Collaborates with committee's chair to set strategic direction, advance the committee's agenda, and ensure programs and/or activities are planned and implemented according to the committee's charge and duties.
- Attends and participates in key committee meetings, events and activities.
- Provides FPA knowledge and historical information to help align the committee with its charge and duties.

- Assists the committee chair in assessing the members' knowledge, skills, and abilities and provide insight and recommendations for appropriate placement, training, and development.
- While staff liaison duties do include some administrative tasks, the staff liaison should *not* be viewed as solely administrative support.

Committee Chair:

In addition to specific roles required by the activities of individual committees, chairs of FPA committees are expected to guide their committees and work with staff to develop necessary work plans, agendas, etc. *Note: The committee belongs to the association, not to the chair: the chair's primary role is as facilitator.*

Committee Chairs should:

- Assist in drafting meeting agendas and approve reports of committee meetings
- Report to the committee on decisions of FPA that affect the committee's work
- Where appropriate, guide the committee in proposing new activities and service that will further the mission and goals of the association
- Where appropriate, make policy recommendations to the president for transmission to the Board
- Guide, mediate, probe, and stimulate discussion. Monitor talkative members and draw out silent ones.
- Seek consensus; unanimity is not required.
- Announce the results of actions taken and explain the follow-up to be taken and by whom.
- Following adjournment, meet briefly with the staff liaison to agree on follow-up actions and focus of responsibility.

Committee Member:

In addition to specific roles required by membership on individual committees, members of FPA committees are expected to actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interests of the association and committee goals rather than on personal interests.

Committee Members should:

- Review all relevant material before committee meetings
- Attend committee meetings and voice objective opinions on issues
- Pay attention to association activities that affect or are affected by the committee's work
- Support the efforts of the committee chair and carry out individual assignments made by the chair
- Work as part of the committee and staff team to ensure that the committee's work and recommendations are in keeping with the general association mission and goals