**[[Board Liaison]] Job Description**

**Description**

This document describes the fundamental role and responsibilities of the [[Board Liaison]] of the [[CUName]] (Credit Union).

**Purpose of the [[Board Liaison]] Position**

The [[Board Liaison]] is a key {select description, options include employee, member of staff, member of senior staff} who fosters professional and effective collaboration between the Board of Directors (“Board”), the CEO and the Credit Union’s Executive Team, {optional – choose one: Management Team, Senior Staff, Senior Team, Senior Leadership Team} as well as the [[Supervisory or Audit Committee]], other Board committees, task forces, advisory groups and any other core elements of the Credit Union’s governance structure (hereafter, generally referred to as, “Committees”).

The primary purpose of the [[Board Liaison]] is to provide vital governance and administrative guidance and support to the Board, its Committees, the CEO and the Executive Team. As outlined in more detail below (See Core Duties of the [[Board Liaison]]), the [[Board Liaison]] has a very special role within the Credit Union’s governance structure. The [[Board Liaison]] actively, professionally and administratively enables the Board, CEO, Executive Team and all Committees in: (1) their governance and leadership responsibilities, (2) fostering an effective relationship {optional - constructive partnership} among the Board, the Executive Team and all Committees, (3) the timely and accurate exchange of communications and information, and (4) regular continuing education and development of the Board, Executive Team and all Committees.

The [[Board Liaison]] is hired by the CEO {optional – after conferring with the Board concerning their needs and suggestions} {optional – after conferring with the Board and mutually agreeing on the [[Board Liaison’s]] job description} {optional – upon mutual approval of a suitable candidate by the Board} and shall be included in Executive Team meetings as appropriate to fulfill their duties. {Optional: Acts as Assistant Corporate Secretary. Please refer to Secretary of the Board Job Description.}

*[Please note, the greater the scope of responsibilities that may be assigned to the [[Board Liaison]], the more likely it may be that the [[Board Liaison]] should be {optional – included in Executive Team meetings and deliberations.} {optional – a member of the Executive Team.} In addition, the complexity of its operations and governance, as well as the range of responsibilities ultimately delegated to the [[Board Liaison]] position, additional resources and support staff to assist in the work of the [[Board Liaison]] may also be required.]*

**Core Duties of the [[Board Liaison]]**

**Supports and Facilitates an Effective Relationship**

* Helps to facilitate a strong and effective relationship between all elements of the Credit Union’s governance structure.
* Fosters collaborative working relationships between and among Board Chair, the Board and Committee Members, CEO and Executive Team and the [[Supervisory Committee or Audit Committee]].
* Ensures that the work of the Committees is aligned with the strategic plan and the Credit Union’s budget.
* Helps Committees to operate within the parameters of their charters or charge.
* Attends all Board meetings and is responsible for preparing a draft of the meeting minutes.
* Assists in scheduling Board and Committee meetings and attending all meetings.
* {Optional: Ensures that Committee meeting minutes are taken for all Committee meetings.}

**Promotes Continuing Education and Development of the Board {Optional: and Supervisory Committee or Audit Committee}**

* Coordinates and tracks Board {Optional: and [[Supervisory Committee or Audit Committee]]} educational opportunities, including in-house, online and conference and external consultant training opportunities, including on an individual, as-needed basis.
* Assists in coordinating and facilitating new Board Member and Committee Member {Optional: and [[Supervisory Committee or Audit Committee]]} onboarding and orientation.
* Assists Credit Union and Board in conducting, communicating and acting on regular governance, Board, Board Member self-assessments, peer-to-peer Board Member assessments, Board officer assessments, {Optional: and [[Supervisory Committee or Audit Committee]]}, and committee assessments.
* Assists in helping to identify desired skills and qualities in future Board Members and Committee Members {Optional: and [[Supervisory Committee or Audit Committee]] Members}.
* Assists {choose option as appropriate: Governance Committee, Board, [[Supervisory Committee or Audit Committee]]} in helping to ensure compliance with Credit Union policies and procedures.
* Facilitates ongoing Board and Board officer succession planning.
* Helps ensure ongoing leadership development of all Board Members.
* Works with the Board Chair to ensure long-term productivity of the Board and Committees, including facilitating a smooth transition from the out-going Board Chair to the in-coming one.

**Facilitates Effective Board Communications and Meeting Materials**

* Maintains discretion and confidentiality in relationships with all Board {Optional: and [[Supervisory Committee or Audit Committee]]} Members and Committee Members.
* Assists in coordinating the agenda of Board meetings, Executive Committee meetings, and off-site meetings, focusing on presenting materials in a strategic context.
* Assists Board Chair and CEO with composing the agenda for Board meetings and off-site meetings, with a focus on presenting issues/questions/discussion in a strategic context.
* Works with Board and Committees {Optional: and [[Supervisory Committee or Audit Committee]]} to create and distribute the Board meeting information packet.
* Works with the Board and Committees to optimize quantity, quality and frequency of information distributed to the Board.
* Works with Committee Chairs to compile all Committee reports.
* Prepares Board meeting minutes for approval by Board and recording by the Board Secretary.
* Works with Board Chair and/or Board Secretary to calendar Board events.
* Coordinates all on-site related meetings (e.g., Board meetings, Committee meetings, strategic planning offsite meetings, etc.)
* Facilitates all off-site meetings/events for the Board including: events, travel arrangements, lodging and meal planning, conferences, etc.

**Helps the Board Chair with Leadership & Management Issues**

* Makes sure the Board Chair has read and understands the “Board Chair Job Description.”
* Meets with Board Chair on a monthly basis. It is recommended that Board Liaisons schedule a conference call at the start of the Board Chair’s appointment, as well as mid-year.
* Ensures that quarterly Board Chair reports are submitted to the Board (due: Feb. 15, May 15, Aug. 15 and Nov. 15).
* Listens to Board Chair concerns and problems and provides the Board Chair with a chance to be heard, ask for support and/or brainstorm ideas or solutions with the Board Chair
* Points the Board Chair toward appropriate resources to help him/her with his/her leadership role, including training, webinars and podcasts.

**Alignment and Support Strategy**

* Helps the Board Chair, CEO and Committees {Optional: and [[Supervisory Committee or Audit Committee]]} to be aligned with the Credit Union’s strategic plan and to be proactive in helping them meet the strategic goals.
* Participates in and supports the Credit Union’s strategic thinking, planning and leadership.
* Helps to drive strategic thinking and discussion among the Credit Union leadership.
* Responsible for special project management and support as directed by the CEO and/or the Board Chair.

**Liaison to Committees**

The primary purpose of the Board Liaison is to serve as a resource to the Committees and to promote its work progress. The Board Liaison should be viewed as a credible resource—not as an appointed secretary. The exact tasks of the Board Liaison will vary by Committee. The overall role of the Board Liaison to Committees is to:

* Provides information and resources as needed to support the work of the Committees.
* Helps the Committee Chairs steward the Committee with strategic goals and priorities in mind and ensure the alignment of group strategies with the goals and objectives as set forth by the Board.
* Attends meetings, as able.

Note: Liaisons must be careful not to usurp the authority of the appointed Committee Chair.

**Administrative Duties**

* Completes a broad variety of administrative tasks for the Board Chair and CEO including: composing and preparing confidential correspondence; arranging complex and detailed travel plans, itineraries and agendas; and compiling documents for travel-related meetings.
* Creates, organizes, files and maintains accurate electronic files and hardcopy folders.
* Builds relationships crucial to the Credit Union’s success and manages special projects for the Board Chair and CEO as needed.
* Prioritizes conflicting needs; handles matters expeditiously, proactively and follows-through on projects to successful completion, often with deadline pressures.
* Builds and maintains relationships with and information flow to external advisors retained by the Board, as needed.

**Required Skills and Personal Attributes**

* Expert level written and verbal communication skills.
* Demonstrated proactive approaches to problem-solving with strong decision-making capability.
* Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
* Highly resourceful team-player, with the ability to be effective independently.
* Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board Members, external partners and vendors.
* Emotional maturity.
* Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrates the highest level of service and response.
* Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
* Forward looking thinker, who actively seeks opportunities and proposes solutions

**Education and Experience Requirements.**

* Bachelor's degree preferred.
* Five to 10 years of experience supporting C-suite executives, preferably in a non-profit organization.
* Experience and interest in internal and external communications, partnership development and fundraising.
* Proficient in Microsoft Office Suite (Outlook, Word, Excel and Power Point), Adobe Acrobat and social media web platforms.
* Patience, curiosity and a sustained willingness to change one’s mind.

**Authorization**

This [[Board Liaison]] Job Description was officially approved by the Credit Union’s CEO.

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**Acknowledgement**

By my signature below, I certify that I have received a copy of the Board Liaison Job Description and have read, understood and agree to comply with its terms.

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Name

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Date