**Job Description: Board Liaison**

**Scope of the Position**

The NYSSA Board has divided its relations with members into six strategic areas of responsibility: Communications; Content; Education; Fiscal; Membership; and Partnerships. Each of these areas constitutes a strategic, mission-focused category of work for which the Board determines a liaison to the membership and constituents. While safeguarding Board confidential matters, the Board Liaison provides strategic thinking and guidance for each area and acts as a conduit of information between the committee chairs / volunteer leadership in general and the NYSSA Board of Directors. While working directly with members, the Board Liaison serves as an ambassador for the Board and works to raise awareness of and promote NYSSA’s strategic initiatives. The Board Liaison also receives input and feedback from the members regarding the success of different areas of NYSSA operations and relays this information to the Board. At Board meetings, the Liaison acts as a representative of the needs and interests of the membership in his/her area of focus, as well as the best interests of NYSSA and the profession. As such, the Board Liaison should attend as many NYSSA events as possible, and may be called upon by the Board to represent NYSSA in a variety of venues. Each Board liaison is supported by staff in their role.

**Duties and Responsibilities**

* All duties as required of a Director-at-Large.
* Attend and facilitate at least one meeting per year with member committee leadership to discuss or engage them in the assigned area of responsibility. Topics may include mission alignment, strategic plan goals, individual and collective budget needs, and general support of committee initiatives and objectives.
* Facilitate cross-committee collaboration and activity in alignment with NYSSA’s strategic plan.
* Solicit input and support from staff regarding opportunities to improve performance in respective strategic area of responsibility.
* Collaborate with staff and the membership base to ensure that committee leadership roles are well defined and are inhabited by volunteers who are active and a good fit for their respective roles.
* Promote interest and active participation in NYSSA by engaging with committee leaders and members in the respective area of responsibility.
* Effectively represent the membership; be visible to the membership and have open dialogue with as many members as possible.
* Act as an ambassador for NYSSA at NYSSA events.
* Ensure that NYSSA, our members and committees, are acting in accordance with NYSSA bylaws.
* Perform such other functions as determined by the Board.