

BOARD LIAISON OFFICERS POSITION DUTIES

Date January 8, 2009

General Overview: These positions are held by Board Members and were created to maintain communication between the MMGA Committees and Administrators and the Board. For the MMGA to accomplish its mission communications between the individual Committees/Administrators and the Board is essential.

Requirements: Must be a Board Member in good standing with willingness and desire to be of service to the assigned Committee. This person will commit to acquiring a working knowledge of the written policies and procedures governing the assigned committee. This shall include the time line for the completion of the mission of the assigned committee

Duties & Responsibilities: The Liaison shall monitor all the assigned committee's meetings lending guidance/assistance where requested and insuring the policy and procedures are being followed and time lines are being met. The Liaison for one/two person committees and Administrators shall follow the same guidelines as those with large committees.

Liaisons shall assure meeting minutes of each meeting of their assigned Committee are being taken and sent to the Board President and Board Secretary in a timely manner.

The Liaison shall be prepared to make a monthly report to the Board, which shall include:

- Status as to meeting the projects time line,
- An assessment of any problems that have or are anticipated to occur that would jeopardize the completion of the committee's mission.
- Bringing suggestions, comments, requests, etc. from the committee to the Board.

Any major problems shall be reported to the Officers of the Board as soon as known.

Facilitate the committee's progress towards meeting its goals and objectives.

The Liaison may wish to assist the chairperson or Administrator in preparing their annual Budget. Budgets shall include itemized expected expenses and expected income when applicable. This may require the Liaison to assist in establishing a bookkeeping system to keep track of expenses and income to aid in preparing the following year's budget. The budget shall be submitted to the Board prior to their September meeting for their review.

The Liaison may actively participate as a Committee member but should take a Chairperson position only if all avenues for filling that position have been exhausted.