

# BOARD LIAISON

## A. Selection

1. A Board Liaison is a member of the Board of Directors and is appointed by the President.

## B. Purpose

1. The goal of the Board of Directors is to empower our Committees and not micro-manage them. The Liaison's role is a challenging one in that their assignment is to provide available resource, ensure that there is recognition of good effort and performance, to ensure understanding of the Committee's purpose, role, responsibilities, authority and to assist the *appropriate* Committee Chairperson in the achievement of committee goals *and tasks*. The Board Liaison fosters a productive and positive relationship between the Committee and the Board.

2. In order to empower our Committees, the Board Liaison is not involved in the "day to day" workings of the Committee, but *rather*, maintains a close, guiding, helpful, and productive working relationship with the Committee Chairperson. Liaison contact with the Committees is to be by and through the Committee Chairperson to *avoid* the appearance of micro-managing, and potentially *undermining* the role and purpose of the Committee Chairperson per their Charter.

## C. Responsibilities

1. As outlined above under Purpose, the Board Liaison contact with the Committee is primarily through the Chairperson. The Liaison is responsible for providing guidance to the Chairperson, monitoring assignments undertaken to assure they comply with the intent of the Board of Directors, and seeking approval from the Board, as may be required by their Charter. As may be needed, the Board Liaison provides the Committee Chairperson a Board perspective to assist them in their development of committees, and duties or tasks they are charged with under the operating Charter. *To accomplish this, the Board Liaison may attend Committee meetings, express their opinion and offer suggestions but cannot participate in a Committee vote.* The Board Liaison does not partake in the carrying out of the duties of the Committee, but merely listens, *facilitates and provides guidance as needed in fostering teamwork and involvement of the Committee members.*

2. The Board Liaison is an intermediary and communication link that passes on information/recommendations from the Committee Chairperson to the Board of Directors, *making motions on the Committee's behalf at BOD meetings.*

3. As may be needed, the Board Liaison will provide the Committee Chairperson with direction, based on their Charter, and is responsible for ensuring progress reports to the Board of Directors occurs, when appropriate *and required*. The Committee Chairperson, will typically be considered the spokesperson for the Committee and its activities. In the absence of the Committee Chairperson providing a Report at regularly-scheduled Board and/or Community Meetings, the Board Liaison may provide a report, when appropriate, to the Board regarding any recent decisions, activities, and/or recommendations of the Committee,.

4. The Board Liaison helps set up committees by assisting the current Committee Chairperson, and in the recruiting of members. Committee members are appointed by the Committee Chairperson, subject to the Board Liaison approval. As the President appoints Committee Chairpersons, the Board Liaison will assist in providing the President with a list of *recommended* candidates for Committee Chairperson each year, since Chairpersons serve a one year term, renewable upon recommendation of the Board Liaison.

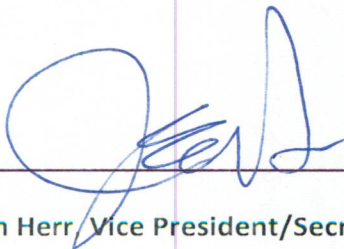
5. Selection of Chairpersons, with strong leadership and communication skills is crucial to having productive and well performing committees, thereby enhancing the community in which we live. A key responsibility of the Board Liaison is to recommend to the President, Chairpersons whom embrace the purpose, responsibility, and role of their committees, as outlined in their Charter.

At the August 11, 2014 Board of Directors Meeting of The Villas at Blackberry Association, the BOD hereby agrees to the guidelines of duties and responsibilities of a Board Liaison to a Committee and particularly it's Chairperson.



Signed: August 11, 2014

Claudia Boscoe, President



Signed: August 11, 2014

John Herr, Vice President/Secretary