



Staff Liaison

The committee/ task force Staff Liaison is responsible for keeping committees and task forces moving forward according to the annual goals and objectives established by the committee/ task force in its annual plan. The Staff Liaison implements tactical procedures that help move committee/ task force projects forward. Additionally, the staff liaison focuses on short term, operational issues. The Staff Liaison is also responsible for providing logistical support for committee and task force work.

Each committee/ task force is assigned a SGIM Staff Liaison by the SGIM Chief Operating Officer. Responsibilities of the Staff Liaison include but are not limited to:

- a) Participating in the committee and task force conference calls, as well as conference calls of clusters or ad hoc groups related to the committee.
- b) Facilitating communication between the committee/ task force, SGIM staff members, and the Council, in the absence of the Council Liaison.
- c) Recording minutes of the committee/ task force conference calls and its subcommittees (if applicable).
- d) Coordinating the scheduling of conference calls relevant to the committee/ task force.
- e) Archiving important documents relevant to the committee, such as previous committee rosters, minutes, policies and procedures, and other important records.
- f) Providing staff support to the committee/ task force in its work, such as obtaining requested documents and materials, arranging contacts with outside organizations or individuals, maintaining list serves, assisting in preparation of correspondence, committee reports and other documents, and other activities as agreed upon with SGIM Executive Staff.
- g) Providing thorough orientation for each new Chair as well as new committee/ task force members.
- h) Fostering a partnership with the Chair to develop agendas and conduct effective meetings.
- i) Working with the Chair and appropriate members to ensure that the work of the committee/ task force is carried forth between conference calls, face-to-face meetings, and retreats.
- j) Facilitating communication of committee/ task force activities, including requests for action and/ or proposed policies, to Executive SGIM staff and the Council.

- k) Where appropriate, assisting and advising the committee/ task force in proposing products and services that will further the goals and objectives of the committee/ task force, and ultimately the Society.