

KBOO Radio Policy	<b>Board Committee Liaison Responsibilities</b>	Date: March 22, 2010
POLICY #66		Approved by: KBOO Board of Directors

### **BOARD COMMITTEE LIASON RESPONSIBILITIES**

The Board of Directors shall appoint one or more of its members to serve on each of the committees. One of the Board appointees shall be named liaison between that committee and the Board of Directors. The liaison's primary role is to ensure that there is full communication between the committee and the Board.

In the event that the appointed committee liaison is not able to attend either a committee or Board meeting, the appointed liaison can appoint another Board member, or another committee member if there is no other Board member on that committee, to serve as a substitute liaison.

The liaison's role is especially important when a committee has developed a proposal for a policy. While the role of committees includes drafting policies, only the Board as a body can formally implement policies. The liaison is responsible for ensuring that proposed policies are communicated to the Board and that the Board gives the policies timely consideration. This includes but is not limited to the following:

1. Advising the Board as early as possible of suggested policies as they are drafted by the committee.
2. Requesting appropriate Board meeting agenda time for discussion and consideration of proposed policies.
3. Prompt and clear communication from the Board to the committee, especially if a proposed policy is declined by the Board, or if the Board has suggested revisions to a proposal.

The liaison's role includes any communications from the Board to the committee. This is especially important when the Board makes a specific request to the committee.

A liaison shall not have influence upon a committee's decision-making process above and beyond that of a regular committee member, and shall convey official communication between the Board and the committee. Selection of a committee's chairperson shall not be based on whether or not a committee member is the Board liaison.

The Board liaison shall attend committee meetings, and shall be a member of the committee upon appointment by the Board. The Board of Directors may remove a Board liaison from the committee should he/she miss three consecutive committee meetings, or otherwise fail to fulfill her/his other responsibilities.

If not officially appointed by the Board to serve on a particular committee, any Board member, like any other foundation member, may seek committee membership pursuant to **Article VIII, Section 5** of the KBOO bylaws.