

MEMBER LIAISON- JOB DESCRIPTION

The Member Liaison (ML) is a two-year active elected position. The ML represents the interests of the general membership and conducts projects and accepts duties as assigned by the President and the Board of Directors. There are two ML positions, elected on alternate years.

1. One ML is elected from the Canadian and US membership
2. The other ML, designated the International ML (IML), is elected from membership outside the US and Canada. If no International persons apply for the IML, any person may apply after the deadline for the position and the IML position will be held in reserve for the following year's election.
3. Nominations will be held open 2 additional weeks to allow other active members to submit their application for ML.

Functions:

1. Participates as a member of the Board of Directors attending monthly Board of Directors (BOD) meetings and special meetings as scheduled, both onsite (2-3 per year) and via teleconferencing.
 - o The MLs must participate on BOD calls
 - o The MLs must attend the Face to face board retreats typically before the ASPE annual conference and after the IMSH annual conference **with the exception of the international ML for the January meeting during the second year in office which may be attended virtually.**
2. Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.
3. Joins a standing committee of the BOD, ASPE Special Interest Group or Affinity Group to which the ML can contribute during Board term
4. Conducts a project(s) approved by the EC to further the goals of the organization or to develop services for the membership.
5. Serves as chair of any ad hoc committee formed to further develop this project if needed.
6. Provides a minimum of once a year submission to the Chair of the Publications/Website Committee for use in the ASPE membership newsletter on the project.
7. Attends ASPE Annual Conferences to report on progress at 1st conference of term and report on completion of the project at 2nd conference of the term.
8. Participate and assist in the facilitation of town hall meetings at annual ASPE conference.
9. Develop and submit a budget to the VP of Finance if needed for their project.

Skills Required:

- Ability to listen to the membership and communicate their issues, needs, and interests to the Board of Directors.
- Identifies potential problems and opportunities and works toward a common goal.
- Good organization and leadership skills
 - o Can function well independently or within a committee
 - o Leads or co-leads a committee to accomplish the project

Association of Standardized Patient Educators

- Creates objectives and develops action plans for selected and/or assigned projects.
- Maintains ASPE member in good standing during the nomination process and throughout tenure on the board
- Embodies a strong commitment to ASPE.
- Time and institutional support necessary to fulfill all duties of the office, including meeting and conference attendance.
- Willingness to represent and promote ASPE at professional meetings and conferences.
- Excellent written and verbal communication skills.
- Excellent organization skills.

Association of Standardized Patient Educators

222 S. Westmonte Avenue, Suite 111 ■ Altamonte Springs, FL 32714
p: 407-774-7880 ■ f: 407-774-6440 ■ w: www.aspeducators.org