

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 in 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.

Functions:

1. Participates as a member of the Board of Directors, attending monthly teleconferencing Board of Directors (BOD) meetings and one face-to-face Board meeting held in conjunction with ASPE's Annual Conference.
 - The MLs must participate on BOD calls.
 - All Member Liaisons (MLs) are required to attend the in-person Board retreat typically held prior to the ASPE Annual Conference. If travel is not possible, particularly in the case of the international ML, participation via teleconferencing is required.
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 the first Conference of the term and report on completion of the project at the second Conference of the term. Participate and assist in the facilitation of town hall meetings at annual ASPE Conference.

Skills Required:

- Ability to listen to the membership and communicate their issues, needs, and interests to the Board of Directors.
- Ability to identify and complete projects aligned with the ASPE mission, strategy, and budget in service to strategic needs of the association and membership.
- Good organization and leadership skills
 - Can function well independently or within a Committee.
 - Leads or co-leads a Committee to accomplish the project.
- Creates objectives and develops action plans for selected and/or assigned projects

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- Maintains ASPE membership 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 organizational skills.

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