

MEMBER LIAISON

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; one Domestic ML (from within the US or Canada), and one International ML (from outside North America).

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 and report on the progress of the project every other month
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 Board, ASPE Special Interest Group or Affinity Group to which the ML can contribute during Board term
4. Conducts a project(s) approved by the Executive Committee 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 term and report on completion of the project at the second conference of term
8. Participate and assist in the facilitation of town hall meetings at annual ASPE conference
9. Develop and submit a budget to Vice-President for Finance if needed

Skills Required:

- Listen to membership and communicate their issues, needs, and interests to the Board of Directors
- Identify potential problems and opportunities
- Sets objectives and develops action plans for selected and/or assigned projects
- ASPE member in good standing, with two years' experience in the SP job.
- 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
- Ability to:
 - work effectively as a team member
 - work effectively towards common goals as a board and committee member
 - set objectives and develop action plans with committee members
 - Identify potential problems and opportunities
- Excellent written and verbal communication skills
- Excellent organization skills