



ACUHO-I CHAIR, BOARD and STAFF LIAISON AGREEMENT

To be discussed, completed, and reviewed annually either during the orientation program for the chair, held each year at the Annual Conference or via Teleconference. This agreement to be updated at such time that any of the parties change.

A strong partnership between volunteer and board leaders as well as staff liaisons is essential to assuring effective leadership, management, and work flow. True partnerships are the result of mutual agreement as to roles, responsibilities, expectations, and commitments. To facilitate this, chairs and board and staff liaisons should start the term with agreement as to who will do what in managing and leading the work throughout the year. This form is intended to assist in this process.

Working Group _____

Chair _____

Term begins _____ Term Ends _____

Work Phone _____ ext _____ Fax _____

Email _____ Cell Phone _____

Time zone _____ Communications preference _____

Chair Elect _____

Term begins _____ Term Ends _____

Work Phone _____ ext _____ Fax _____

Email _____ Cell Phone _____

Time zone _____ Communications preference _____

Board Liaison _____

Term begins _____ Term Ends _____

Work Phone _____ ext _____ Fax _____

Email _____ Cell Phone _____

Time zone _____ Communications preference _____

Staff Liaison _____

Work Phone _____ ext _____ Fax _____

Email _____ Cell Phone _____

Time zone _____ Communications preference _____

Agreements *(check or complete blanks where appropriate)*

1. ___ All parties accept the charge as presented by the Executive Board.
2. ___ We have discussed and agree on the outcomes expected of this committee (see Charge).
3. ___ We have discussed and agree on the manner in which work will be conducted over the next year.



4. We agree to no more than ____ hours pass without returning a phone call or email message from each of us.
5. We have agreed to let each other know when we will be out of the office or otherwise unavailable for a period of time.
6. _____ is responsible for developing the first draft of meeting agendas ____ days prior to each meeting.
7. Agendas will be sent to committee members no less than ____ days prior to face-to-face committee meetings or ____ days before conference calls.
8. _____ is responsible for taking notes during the meetings, and _____ is responsible for drafting reports (minutes) of committee meetings and conference calls. Meeting reports will be sent by the chair within ____ days of receiving the draft report, and meeting reports will be distributed to all members of the working group no more than ____ days after the meeting/conference calls. A copy of the meeting minutes will be documented and stored in _____ manner.
9. All parties agree to meet quarterly at a minimum to keep each other informed. Chairs agree to meet with Board Liaison ____ days prior to Board Report deadline to discuss content of the report.
10. The chair is responsible for drafting the report to the Board, and forwarding that report to the Board liaison, with a copy to the staff liaison and Karen Feasel at karen@acuho-i.org for posting by dates set forth by the President.
11. Chair or their designee _____ will work with staff volunteer coordinator _____ to create and keep current committee member lists.
12. Chair is responsible for drafting all communications to the working group, and keeping the board and staff liaison informed.
13. All parties agree to work to settle any dispute that may arise in an open and professional manner.
14. Other reference materials:
 - a. Annual charge as it relates to the strategic plan
 - b. Annual budget
 - c. ACUHO-I Chair position description
 - d. Volunteer services agreement
 - e. Conflict of Interest
 - f. Leadership manual (Template or Official Committee Manual)



- g. Strategic plan
- h. Other resources

Chair's signature _____ date _____
Chair-Elect Signature _____ date _____
Board Liaison Signature _____ date _____
Staff Liaison Signature _____ date _____