

ASPHN Liaison Responsibilities

Reference: ASPHN Partnership Policy

The Collaboration Committee will provide liaisons with a description of the responsibilities specific to his or her role with the partner organization. A liaison's responsibilities include:

- a. Serving as a representative of ASPHN and as the communication link between ASPHN and the partner organization.
- b. Serving an initial two-year term, which may be renewed. The Collaboration Committee will ask each liaison if he/she would like to renew his/her term as part of the annual review of all partnerships.
- c. Participating on conference calls, in working groups and on committees as appropriate with the liaison's partner organization.
- d. Reporting to the Board whenever the liaison has news and information that would be of interest to the Board and the Association. Liaisons should submit a Board report at least once a year, by December 31. The report should include key activities, accomplishments, resources, funding opportunities and emerging issues from the partner organization.
- e. If there has been an extended period with no activity or information from the partner organization, the liaison should proactively contact the partner organization to determine if the group is still active/viable.
- f. Participating in leader orientation activities, including orientation to the role of liaison.
- g. Notifying the ASPHN consultant who supports the Collaboration Committee if their collaboration ends, has stopped meeting, or changes significantly in scope, mission or focus.
- h. Working with an ASPHN Consultant to communicate important information to ASPHN members, when appropriate, through email, the ASPHN website and the ASPHN newsletter.
- i. Learning about and staying informed on ASPHN's key messages and priorities and communicating these to the partner organization.
- j. Identifying ways to communicate ASPHN activities to the partner organization through their system of email, website and newsletter communications.
- k. Participating in the the Collaboration Committee's annual call/webinar to keep ASPHN liaisons current on the goals, objectives and priorities outlined in ASPHN's strategic plan, share the key messages to communicate to each partner organization, and discuss what and how to report back on partner activities and issues.
- l. Liaisons are encouraged to participate in monthly ASPHN Board calls and meetings. By attending these calls and meetings, these liaisons can stay current on ASPHN activities and priorities.