



BAY VIEW ASSOCIATION OF THE UNITED METHODIST CHURCH

Guidelines for Trustee Liaison Role

Overview: Trustees Liaisons are an important connection between the Board of Trustees and Bay View Committees. Trustees are generally not voting members of the committee but are there to provide advice to the Chair and Committee. Liaisons help committees stay on focus, achieve priorities, and answer questions as needed.

Duties: Attend Standing Committee meetings to which you are assigned, if at all possible, by phone, in person or via electronic means. Attending Adjunct Committee meetings to which you are assigned is not expected, but welcomed. However, always let Adjunct Committees and Chairs know you are assigned to them and available to answer questions.

- A. Liaisons are not members of the committee and do not have voting rights.
- B. Consult with the Committee Chair regarding priorities that the Board of Trustees has assigned the committee to address, investigate and or recommend actions for.
- C. Remind Committee Chair of priorities and request updates and or provide reminders to Chair.
- D. Share guidance when requested by committees on actions or insights.
- E. Share with, and remind, Committee members of the Bay View Mission Statement and our Long Term Visions. Show the committee can help to support, promote and fulfill both in their actions.
- F. Listen to discussions and debate of committee meetings – comment when asked or when heading off in a direction different than the purpose or priority of the committee. Encourage discussion of committee members and, if needed, help the committee to come to action steps or follow up actions.
- G. Remind Chairs to have agenda for each meeting and to assign committee members follow up actions for the next meeting. Chairs should never end a meeting without setting next meeting date and time. Ask for approved minutes to be shared with Bay View Office for Board of Trustee meeting packets on a timely basis.
- H. Social committees liaisons should be available to advise Social Committee President regarding any concerns or questions.
- I. As appropriate, share information, issues, or opportunities that the committee should be aware of, or could work with other committee Chairs on.
- J. Encourage a timely submission of a committee's Annual Report which should focus on its priorities.