

Section 10: Service Group Liaison Description

Term: Liaisons are elected by fellow specialists for a two year term.

Position Summary:

To guide service group communications and professional development while maintaining open communication with the VACCRRRA Coordinator, agency director, partners and peers.

Requirements:

- Ability to communicate effectively and to facilitate group meetings.
- Ability to work effectively as a team member, responding to group needs.
- Ability to work collaboratively with VACCRRRA Coordinator, fellow specialists and CDD.

This volunteer leadership position entails the following Responsibilities:

- Facilitate meetings.
- Arrange two or more meetings per year, coordinating with the VACCRRRA Coordinator, fellow specialists and CDD.
- Ensure shared agenda development reflects group needs, ie: Networking and Best Practices discussions, hot topics, review policies and procedures, develop statewide standards of practice, plan statewide trainings and or discussing training/policy/procedure or topics of interest with guest(s).
- Ensure meetings include time allocated to Child Development Division.
- Maintain and encourage open, constructive and professional communications (email, listserv, phone, and in person) with Service group members, VACCRRRA Coordinator, agency director and Child Development Division managers.
- Share actions and decisions identified during meetings with partners.
- Distribute meeting minutes within 2 weeks to fellow specialists, VACCRRRA Coordinator, Child Development Division and meeting participants.
- Seek assistance from VACCRRRA Coordinator as needed or as group determines.
- Coordinate projects initiated by the Board, e.g.: gathering feedback among service group members regarding professional development needs.
- Communicate issues of concern, challenges, potential actions, decisions and group identified professional needs (i.e.: special requests / proposed group initiated actions) to the VACCRRRA Coordinator.
- Adhere to professional guidelines identified in Service Group Best Practices handbook.

Liaison Incentive:

Liaisons are offered the professional development opportunity of attending a yearly NACCRRRA Regional / NACCRRRA sponsored training, with expenses covered by VACCRRRA.

Reports to: VACCRRRA Coordinator and agency supervisor.