

# **Daytona Beach Area Association of REALTORS®**

## **Director Liaison Responsibilities**

The Director Liaison shall serve as a conduit between his or her assigned Committee(s) and the Board of Directors. The Director Liaison role is advisory in nature. He or she does not supplant the Committee Chair, and must not control or dominate committee discussions. The Director Liaison is a voting member of the Committee.

Director Liaisons are appointed by the President, and approved by the Board of Directors.

As such, the Liaison shall:

- Attend the Committee meetings whenever possible;
- Assist the Committee in determining which of its actions require Board of Directors' approval;
- Present the Committee Meeting Report to the Board of Directors and make the motion to accept the Report and any actions items from the Report;
- Elaborate on, clarify, and answer questions from the Board of Directors about any Committee action items;
- Report back to the Committee the actions of the Board of Directors, and elaborate on and clarify the Board's position to the Committee;
- Be active and involved in the deliberations of the committee when necessary to ensure they function successfully;
- Monitor the progress, performance, and effectiveness of the Committee and report such back to the Board of Directors.