

*Unitarian Universalist Congregation of South County*

**UUCSC Board Liaison Job Description**

Board members have an ambassadorial role in the UUCSC which includes the role of the Board Liaison to one of the Coordinating Council (CC) clusters of committees and groups. It is one of the Board's most important duties to maintain clear and open communication with the membership.

At one of the first meetings of the Board, a Director will be selected as a liaison for each of the 8 CC clusters active in the congregation. Once selected you are the Board's primary point of contact and advice for that cluster. You are not expected to attend all their meetings but you are encouraged to attend at least one of their initial meetings. You should immediately contact the committees and groups within your cluster after you are appointed to identify yourself as the Board liaison and then check in with the chairs from time to time through the course of the year. By calling the chairs, as well as attending meetings occasionally, you assure the members of your cluster that the Board supports their efforts. In addition, you are available to communicate concerns to the Board on their behalf.

Liaisons are welcome to attend Coordinating Council cluster meetings, but are not expected to do so. The CC meetings are organized by the Board President and supported by the Vice President, who attends CC meetings and stands in for the President as needed.

Revised 2016