**Duties and Responsibilities of Governing Board Committee Liaison**

Pentacle Theatre Governing Board members have many responsibilities, including that of “liaison” to various Pentacle committees. Board liaisons serve as independent and neutral communication channels between the Governing Board and the committee to which they serve as liaison. Liaisons are responsible for accurately representing both:

* the interests and positions of the committee to the board; ***and***,
* the interests and positions of the board to the committee.

A liaison may be an active supporter of the group, but is not obligated to be an advocate for all of the group’s positions or petitions. In case of conflicting points of view regarding policy and programs, liaisons may argue in favor of whatever position they feel best serves the overall interest of Pentacle Theatre, but once matters are decided by the Pentacle governing board, a liaison must support and implement the board’s decision.

Generally, a liaison is not required to attend or be present at committee meetings, but will establish a system, such as conference calls or email, to stay informed about and communicate with the committee at least once a month.

Liaisons may not serve on or act as members of the committee to which they are assigned.

A liaison will:

* ensure that the committee operates within the parameters of its charter, and stays aligned with Pentacle Theatre’s strategic plan.
* work with committee chairs to ensure long-term productivity of the committee, including facilitating a smooth transition from an out-going chair to an in-coming one.
* provide assistance to a committee seeking to make a written or oral presentation to the board.