

**Kingfield Neighborhood Association
Liaison Job Description
Drafted by the Board Working Group 7/98
Adopted by the KFNA Board 8/98**

Background: In response to Board direction on July 1, 1998, the Board Working Group drafted a job description for liaisons to outside advisory boards and task forces.

Job Description and Guidelines:

Kingfield Neighborhood Association Liaison to Outside Advisory Boards and Task Forces

The liaison speaks for the Kingfield Neighborhood Association to outside groups and therefore should do his/her best to represent the neighborhood and keep the neighborhood informed on issues that will affect the neighborhood. The liaison's duties include, but are not limited to:

- Attend all meetings of the advisory board or task force (Group). If an emergency prevents the liaison's attending the meeting, send an appropriate substitute.
- Promote the values of the neighborhood and/or the association Board of directors, as expressed in the neighborhood Mission Statement, bylaws, policies, and positions taken by the Board or neighborhood on specific issues. (These positions are documented in Board or neighborhood meeting minutes).
- Prepare for Group meetings by researching the issues that will be discussed (i.e. learning background and determining where the neighborhood or Board stands on the issue. Ask the Board for input or a vote on the issue if the Board or neighborhood has not already taken a position.
- Disseminate information about the Group's activities regularly through the neighborhood newsletter and other local publications.
- Take notes at Group meetings and report regularly to the Board of Directors in writing. These written reports should:
 - Inform the board of the Group's activities and general direction
 - Inform the Board of any conflicting opinions surrounding Group discussions
 - Ask the Board to vote on Group proposals or issues when appropriate.

Any volunteer, staff member, or participant acting in the name of or doing work on behalf of the KFNA agrees to:

- A) Abide by local, state, and federal law.
- B) Carry out duties ethically, prudently, and in compliance with the KFNA Conflict of Interest Policy.
- C) Take only those actions that are consistent with KFNA's Articles of Incorporation, Policies, Bylaws, Mission or Guiding Principles of the KFNA Board, and the values articulated in the NRP Participation Agreement and First Step Plan.
- D) Exercise responsibility with all neighborhood funds.
- E) Make prudent use of volunteer time and other neighborhood resources.
- F) Do outreach and encourage participation from the whole neighborhood.