



Your Community Association

Queen Elizabeth \* Exhibition \* Haultain



## Job Description School Liaison

### Role:

The School Liaison is not elected. The position is appointed by the Board of Directors and, therefore, does not vote at Board meetings. This position reports to the Director, Community Relations and is accountable to the Community to establish and maintain a mutually beneficial relationship with one of the schools in the Community.

### Responsibilities:

- Meets with the with the Principal, near the beginning and the end of each school year. Communicates by email, throughout the year, regarding issues and events that might arise.
- Attends School Community Council meetings, providing written and/or verbal reports of Association activities and events.
- Provides a quarterly report, as well as timely information, of school news to the Director, Community Relations.
- Participates in school events to be the Association's presence in the school.
- May assist with, and participate in, Association projects and events.

### Requirements:

- Knowledge of the Association, its programs and activities.
- Good verbal and written communication and interpersonal skills.
- Ability to attend meetings during school hours and in the evening.

Approved \_\_\_\_\_

Date

\_\_\_\_\_  
Office

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

