

## **ROLES OF THE STAFF AND BOARD LIAISONS TO ADVISORY COMMITTEES**

Staff and Board liaisons to advisory committees are designed to act as resources during committee discussions and in attaining the goals of the committees. Liaisons are non-voting members and should not participate in debates unless asked, or unless they observe a potential violation of School Board policies. Liaisons should request a place on the School Board agenda to report staff or School Board items that directly relate to the mission of the advisory committee.

Staff and Board liaisons need to observe the authority of the Advisory Committee Chair, the bylaws and the rules of order established by the committee. Chairs represent the advisory committee's goals and set the agenda with the ACPS staff and Board liaisons. Any topics of substance must be brought to the committee at large. If a committee cannot secure a quorum for three consecutive meetings, the Board and/or staff liaison shall communicate that to the Clerk of the Board to update the Board Chair and Superintendent. A quorum shall equal a simple majority of all serving committee members. Any vacancies on the committee shall not be included in the calculation of a quorum.

The Board is responsible for the advisory committee and its membership. The Board and staff liaison will assist the committee to actively recruit new members when necessary. At a minimum, the Clerk of the Board and the Office of Communications will publicize committee vacancies each January, June and September.

The Board Chair reserves the right to reassign the Board liaison, and the Superintendent has the right to reassign the staff liaison. The Advisory Committee Chair may submit a formal request for the removal of a Board or staff liaison through a formal memo to the School Board Chair. The advisory committee membership must be notified of the request by the Committee Chair.

Staff liaisons and Board liaisons must attend 75 percent of advisory committee meetings, unless the liaison has a work-related conflict or Board meeting. In the instances where the staff or Board liaison cannot attend the meeting, he/she shall endeavor to secure a replacement.

### **The staff liaison must:**

- Be assigned to the committee by the Superintendent;
- Act as an advisor to both the committee and the School Board through the Superintendent;
- Attend at least 75 percent of the meetings, unless participating in a work-related event;
- Ensure a response to the annual report, through the Superintendent, to the School Board;
- Work with the advisory committee to develop a Scope of Work that is aligned with the School Board's goals or statutory requirements;
- Assist the advisory committee in pursuing its Scope of Work by providing reasonable support and resources, advocating for budgetary goals to advance the committee's work,

and helping to set monthly agendas. “Reasonable support” includes data reports and staff resources, including requesting/coordinating/providing any data necessary for the committee to develop its Scope of Work and Annual Report, and to make comprehensive recommendations regarding the Division’s (relevant) annual plan, in accordance with Policy BCF; and

- Present the committee’s work to the School Board, when appropriate.

**The Board liaison must:**

- Be assigned to the committee by the Board Chair;
- Act as an advisor to both the committee and the School Board regarding the committee’s Scope of Work;
- Attend at least 75 percent of the meetings, unless participating in a School Board meeting or work session;
- Review the annual report, presented through the Superintendent, to the School Board to advise on any budgetary or policy needs;
- Work with the advisory committee to develop a Scope of Work that is aligned with the School Board’s goals or statutory requirements;
- Assist the advisory committee in pursuing its Scope of Work through providing advice on budgetary needs and any policy development or adjustments to advance the committee’s work;
- Notify the Board Chair or Vice Chair if the staff liaison requires assistance in requesting the necessary data for the committee to develop its Scope of Work and Annual Report, or to make comprehensive recommendations regarding the Division’s (relevant) annual plan.
- Report the committee’s work to the School Board, when appropriate.

Adopted: June 23, 2016

Legal Ref.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)

Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78, 22.1-86, 22.1-275.1

8 VAC 20-40-60(B)  
8 VAC 20-81-230(D)  
8 VAC 20-120-50

Cross Refs.:	BCE	School Board Committees
	BCF	Advisory Committees to the School Board
	BCF-R	Regulations of Advisory Committees to the School Board
	BCFB	Bylaws for School Board Advisory Committees
	BDA	Regular School Board Meetings

BDB  
BDC  
GB

Special School Board Meetings  
Closed Meetings  
Equal Employment Opportunity/Nondiscrimination