

ROLES OF THE STAFF AND BOARD LIAISONS TO ADVISORY COMMITTEES

Assigned staff and Board liaisons to advisory committees 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 Alexandria City School Board (Board) policies. Staff and Board liaisons observe the authority of the advisory committee Chair, the bylaws and the rules of order established by the committee. 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 memo to the Board Chair. The advisory committee membership must be notified of the request by the advisory committee Chair.

Staff liaisons must attend 75 percent of advisory committee meetings. In instances where the staff liaison cannot attend the meeting, they must endeavor to secure a replacement.

Board liaisons attend advisory committee meetings at the request of the advisory committee Chair.

The staff liaison:

- Acts as an advisor to both the committee and the Board through the Superintendent;
- Works with the advisory committee to refine the Scope of Work so that is aligned with the Board’s goals or statutory requirements;
- Assists 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, and
 - Supporting the committee Chair in presenting the committee’s work to the Board.

“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.

The Board liaison:

- Acts as an advisor to both the committee and the Board regarding the committee’s Scope of Work.
- Works with the advisory committee to refine its Scope of Work so that is aligned with the Board’s goals or statutory requirements.
- Upon request, assists the advisory committee in pursuing its Scope of Work through
 - providing advice on budgetary needs,
 - assisting with any policy development or adjustments to advance the committee’s work,
 - sharing their opinion of the Board’s perspective on topics if appropriate,
 - sharing their personal opinion of topics as distinct from the Board’s opinions;

- 46 ● Notifies the Board Chair or Vice Chair if the staff liaison requires assistance in requesting
47 the necessary data for the committee to refine its Scope of Work and develop its Annual
48 Report, or to make comprehensive recommendations regarding the Division’s (relevant)
49 annual plan.
- 50 ● Ensures the committee operates in a manner consistent with ACPS policy and the
51 regulations.
- 52 ● Reports on the committee’s work to the Board, when appropriate.

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55 Adopted: June 23, 2016
56 Amended: June 6, 2024

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59 Legal Ref.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)
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61 Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78,
62 22.1-86, 22.1-275.1

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

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68	Cross Refs.:	BCE	School Board Committees
69		BCF	Advisory Committees to the School Board
70		BCF-R	Regulations of Advisory Committees to the School Board
71		BCFB	Bylaws for School Board Advisory Committees
72		BDA	Regular School Board Meetings
73		BDB	Special School Board Meetings
74		BDC	Closed Meetings
75		GB	Equal Employment Opportunity/Nondiscrimination