



JOB DESCRIPTION

Position Title: Member Affiliates Liaison

BASIC FUNCTION

The Member Affiliates Liaison is an ex-officio member of the Board of Directors. The Member Affiliates Liaison (MAL) serves for one term of two years. Terms begin on the first day of the calendar year immediately following the MAL's election. Upon taking office, the MAL will not serve on other ADCES non-Board committees or as a paid speaker or consultant for ADCES, unless he/she possesses unique skills, knowledge or professional abilities.

DUTIES AND RESPONSIBILITIES

1. Liaison between the membership, CBs, LNGs, and COIs and the Board of Directors
2. Co-facilitates Member Affiliates Council calls with ADCES staff (4 times a year)
3. Co-facilitates CB and LNG briefings with ADCES staff (3 times a year)
4. Co-facilitates COI leaders' quarterly calls with ADCES staff (3 times a year)
5. Attends the leadership development conference calls (at least 2 times a year)
6. Contributes to ADCES communication channels as requested by staff
7. Attends and participates in the ADCES Leadership Forum
8. Participates in CB, LNG and COI events at the ADCES Annual Conference
9. When possible, reviews posts on the Volunteer Leadership Forum on the association's online social network
10. Serves on the Stakeholder/Member Relations Committee and Membership Committee

Refer to the Board Director job description for additional duties and responsibilities related to:

- Governance
- Strategic Planning
- Fiduciary
- Fundraising

CONDUCT

- Attends all Board and committee (as assigned) meetings and conference calls, and is prepared to fully participate by reviewing all materials and issues beforehand
- Always demonstrates professional conduct, recognizing that a member of the ADCES Board represents the entire association to members and the public
- Fully complies with all ADCES policies
- Speaks with “one voice” externally for the Board; recognizes that a member of the ADCES Board represents the voice of the association to members and the public
- Actively supports all ADCES advocacy initiatives
- Utilizes strategic, knowledge-based decision making

MINIMUM QUALIFICATIONS

- Must be an active member of ADCES and have been an active member for at least three years to hold a member-elected directorship position
- Must have actively participated in ADCES national or local activities as well as any CB, LNG or COI leadership activities to hold the position of Member Affiliates Liaison
- Previous experience in a CB, LNG or COI leadership capacity

KNOWLEDGE, SKILLS, AND ABILITIES

- Willingness to represent and promote the association without regard to professional discipline, practice, or interest
- Commitment to ADCES, and willingness to uphold the Code of Ethical Principles of ADCES Leadership skills including, but not limited to the following: integrity, visioning/strategic thinking, professionalism, communication, relationship building, advocacy, persuasion, adaptability, teamwork, coaching and development, strategic decision making and planning, and a focus on diversity, equity, and inclusion that encompasses cultural competence
- Always operates in an environment of trust, confidentiality, and candor
- Outcome and results oriented
- Computer and technology literate with reliable access to a computer and mobile phone

CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the ADCES. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES’s conferences, workshops, courses and publications.