



Job Description – ACS Committee Staff Liaison

Position Summary

The Staff Liaison serves as an advocate, administrator, and resource to enable the committee to fulfill its charge and accomplish its goals in accordance with the ACS mission, vision, and strategic plan.

The liaison

- serves as a bridge between staff and governance,
- advises the chair and committee members, and
- assists the committee by providing strategic advice and facilitating communications, action, and cooperation.

Responsibilities

Administrator and Coordinator

- Manages meeting logistics, including but not limited to arrangements for meeting and program rooms, audio visual and food and beverage, in accordance with scheduled deadlines.
- Coordinates and communicates the agenda, action items, meeting notes, reports, correspondence, and committee financials.
- Collaborates with committee's volunteer leadership to set strategic direction, advance the committee's agenda, and ensure programs and/or activities are planned and implemented according to the committee's charge and duties.
- Attends and participates in key committee meetings, events and activities.

Communicator

- Serves as the central point of contact by anticipating and coordinating timely communications among committee leaders and members, ACS members, staff, and external entities.
- Facilitates appropriate communication with the Office of the Secretary and General Counsel as to ongoing committee operational needs, as well as advice, information, and directions from ACS leadership.

Specialist and Developer

- Provides ACS knowledge and historical information to help align the committee with its charge and duties.
- Assists the committee's volunteer leaders and the Committee on Committees liaison in assessing the members' knowledge, skills, and abilities and provide insight and recommendations for appropriate placement, training, and development.

Basic Qualifications

- New or existing ACS employee with demonstrated experience working with member volunteers and leaders.
- Demonstrated commitment to service excellence.
- Strong project management, organizational, and problem solving skills.
- Possess excellent interpersonal and communication skills, and the capacity to maintain productive and positive working relationships with members and volunteers.
- Maintains professionalism and tact under pressure.
- Ability to advance multiple projects within provided resources.
- Ability to identify and advance collaboration opportunities.