

2009-2010 Teacher Liaison Job Description/Timeline

October, 2009 – Advisory Kickoff

- ☐ At the October 19 Advisory Kickoff, facilitate the scheduling of three additional advisory committee meetings.
- ☐ If the meetings you scheduled at the kickoff are to be held after 5:00 p.m. submit a facility use form with Ysella Perez (x5209) at Community Services. Diane Storm (x4073) can help you with this.
- ☐ After the kickoff, send an e-mail to all of your committee members thanking them for their attendance at the kickoff and sharing the meeting schedule for the year. Some of your members may not have been in attendance. Call community members who do not have e-mail.

Prior to each advisory committee meeting:

- ☐ You will need to develop an agenda and applicable handouts, update them, if needed, to apply to your committee meeting.

One - two weeks before a meeting

- ☐ Send e-mail reminder to your advisory committee with the agenda for the upcoming meeting, cc: Diane Storm (x4073) and Carl Fender (x4073) Call community members who do not have an e-mail.

At the meeting

- ☐ Provide refreshments. You are budgeted \$20 per meeting for snacks. Keep receipts.
- ☐ Have previous minutes available for approval
- ☐ Welcome attendees
- ☐ Take minutes

Within one week after the meeting

- ☐ Type minutes – Include all who attended. Teaching staff are sent a timesheet based on your minutes.
- ☐ E-mail minutes to Diane Storm(x4073) cc: Carl Fender (x4073)
- ☐ Submit snack receipts to Diane Storm (x4073) for reimbursement.

Other

- ☐ Anytime there is a change to your committee roster, notify Diane Storm (x4073).
- ☐ Once you know who your committee chair is, notify Diane Storm (x4073).

Two-year plan

- ☐ Complete the two-year plan with your colleagues, make sure it is ready to present to your advisory committee to review and get feedback.