

LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS

POLICY MANUAL

no. 10.51A
supersedes no. 10.51

category: General Operations
title: Liaison Assignment, Role & Responsibility

original adoption: 02/23/06 last review date: 2/1/07
revision date: 2/22/07

PURPOSE: To define & clarify the liaison role, responsibility & assignment.

POLICY:

Annually, following the Annual Organizational Meeting, the newly elected Chairman shall review the liaison assignments and modify as necessary, based on System Administration & Board requirements.

1. Liaison roles are intended to encourage designated Directors of the Board to become familiar with the subject matter, issues, and people in the System and the community. Appointed liaisons may serve as a resource to the Administrator of the area involved and to the Board. Designation does not put the liaison in charge of the area. Administrative responsibility and authority lies with the appropriate administrators in accordance with LMHS policy. This appointment is not intended to restrict the ability of any other Director of the Board to become fully informed of the business of the System.
2. The Liaison is a Director of the Board who is available to the assigned department/entity for workshops, retreats, and Board representation when invited. Administrators are expected to make every effort to brief the Liaison on significant issues. Department/entity leadership and/or senior leadership may choose to work with the Liaison to provide education or on a presentation to the Board. While the amount of time involved with each Liaison appointment will vary, quarterly meetings are recommended. Educational experiences may be scheduled separately through the Board Office. Liaisons or other Directors of the Board should not appear in any location without first contacting and arranging accompaniment by the assigned administrator. Unscheduled visits can be intrusive or disruptive in the work setting and may confuse or alarm employees.
3. Liaison roles must be mutually beneficial enhancing the Board's understanding of the System and each entity's relationship with the Board. New liaison positions may be proposed and others considered for discontinuation.
4. For scheduling purposes, notify the Board office if liaison is invited to attend a special function/workshop or retreat of their respective areas. Also, if liaison is unable to attend said event, notify the Board office as soon as possible to allow an alternate Director of the Board provide Board representation.