

Committee-to-Committee Liaisons: Procedural Guidelines and Expectations

The role of a committee-to-committee liaison is to provide a process for committees to collaborate on specific projects and/or programs. The ultimate goal is to reduce duplicative projects and programs between committees and provide more productive outcomes on the assigned projects and tasks.

Committee-to-committee liaisons facilitate collaboration between committees on specific projects and/or programs. Cooperation between committees reduces duplicative efforts and provides more productive outcomes.

Committee-to-Committee Liaison Guidelines

- A. Collaborative projects are agreed upon by each committee involved and each committee assigns a liaison.
- B. Committee chairs and staff liaisons will develop an official document to the committee-to-committee liaison that will include the role, purpose, timeline, and project outcome, timeline, communication process, etc.
- C. Committee chairs and staff liaisons of the collaborating committees will develop a written plan that includes the purpose of the collaboration, tasks and responsibilities of the liaisons, timeline, communication process, and anticipated outcome.
- D. Committees shall include liaisons in relevant meetings related to the joint project/program.
- E. Incorporate written liaison reports into the agenda book.
- F. Liaisons will prepare written progress reports that will be included in each committee's agenda book.
- G. Recommend oral reports on matters that are relevant to the project. Do not go over the time allotted to present. Schedule to present with related action items or updates
- H. Oral reports from liaisons to collaborating committees, if necessary, are to be concise and only updates and action items relative to the collaborative project shall be presented.
- I. Provide a yearly review of all existing liaison assignments to determine their relevance to the committee's mission and vision. Recommend continuation only when value is being added.

NOTE: In some cases, a broader committee-to-committee interaction may require the formation of a working group or task force to address issues and interests of collaborating committees. Ex. (LSAC, DAC, and MAC to build collaborations between Divisions, Local Sections and Regional Meetings)

Committee-to-Committee Liaison Best Practices

The effectiveness of liaisons should be enhanced by the following:

- Know tasks and responsibilities and defined outcomes for your liaison assignment.
- Understand the types of communications preferred by the committee
- When needed, schedule meetings with the committee chairs or Committee-to-Committee Communication Coordinator
- Definitely communicate with committee chairs immediately prior to the Committee Meetings or spring and fall ACS Meetings
- Participate in any committee/subcommittee discussions relevant to your liaison assignment
- Include a written liaison report for both committee agendas
- When asked, present an oral report with the relevant information requested

C. Suggested Timeline for Liaison Activities

January/February:

- Review the written plan that is outlined in Committee-to-Committee Liaison Guidelines bullet
- Prior to the ACS spring and fall meetings, submit a written report for inclusion in the committee's agenda books. Check with ACS Staff Liaison for timing to submit report.
- Committee Chair (or Committee-to-Committee Communication Coordinator) should contact liaisons to discuss how they can advance the committee's goals

As soon as Committee Agendas are available:

- Contact Committee Chair's to discuss any overlapping committee interests

- Prepare a handout for distribution at the committee meetings, only if materials are not available in the agenda
- Immediately after the National Meeting: check with Committee Chairs and/or staff liaisons regarding any action items

Committee-to-Committee Communications: Procedural Guidelines and Expectations

The purpose of a committee-to-committee communications is to improve relationships and the sharing of information between ACS Society Committees.

NOTE: Committees may need to identify a ‘Committee-to-Committee Communication Coordinator’. Responsibilities include:

- Committee-to-Committee Communication Coordinator is the point of contact for all collaborations and sharing of information from one committee to another.
- Review other committees’ agendas 1-pager for areas of mutual interest
- Work with Committee Chair and Staff liaison to identify committees that are required to present at the EC meeting. This will include to notify committee liaisons on the information requested to be included in the presentation. Provide length of presentation (ex. 5min)
- Provide Committee 1-pager to other Committee Chairs and/or Committee-to-Committee Communication Coordinator.

A. Types of Committee-to-Committee Communication:

- *Committee Program 1-Pager:* committee events and programs are shared with other committees. The committee will add the flyer to the agenda and/or pass the flyer out at the Executive Committee and/or open meetings.
- *Information gathering:* Committee members attend other committees’ open meetings and/or receptions to share and collect information that may be useful to the visiting committee.
- *Share Committee Updates:* Share information from the Committee Council reports to committees to be included in the committee agenda books. Sensitive information removed
- *Committee Presentations:* Present 3-minute elevator speech to committee open meetings and/or virtual meetings. Consider virtual meetings prior to spring and fall ACS Meetings
Note: Invite Committee Chairs and/or Committee-to-Committee Communication Coordinators
- *Rare Occasion a Presentations for the Committee Executive Committee* (i.e., MAC has an action item that is being considered for Council approval and has a short presentation to present to committees).

B. Types of Communication to consider:

- Virtual or hybrid meetings (short presentations)
- Written or social media communication
- Flyers of committee events (1 page) for inclusion in agendas, 1-pager
- If necessary, presentations to committee executive meetings (work with Committee Chairs and/or Committee-to-Committee Communication Coordinator)
- Review other committees’ agendas for areas of mutual interest.