

Case Management Society of New England

74 Buckboard Rd., Duxbury, MA 02332

Tel.: 603-329-7481

Email: CMSNE@cmsne.org

Website: www.CMSNE.org

Policy # 6-95

Date: March 10, 2015

Policy: Communication Process for CMSNE Board Liaisons

BACKGROUND:

It is critical to the efficiency of CMSNE that lines of communication are open across the Chapter. The role of Board Liaison is incorporated into Board member job descriptions for the express purpose of ensuring communication takes place in a timely manner. It is important that Board Liaisons are aware of the type of information that needs to be communicated in order to facilitate decision making, maximize committee success, and obtain Board support for committee action plans.

PROCEDURE:

Committee Participation:

1. The Board Liaison assures that their designated committee is completing assigned tasks, working within its approved budget and adhering to the goals set by the CMSNE Board of Directors.
2. The Board Liaison is responsible for outreach to identified potential committee members, coordinating the first committee meeting, reviewing committee Policy & Procedure including participation expectations, introduction of committee members and identification of committee chair (co-chairs).
3. It is up to the Board Liaison to determine if they personally would like to be an active member of the committee or act as a mentor/resource.

Committee Meetings

1. When available, the CMSNE Executive Director attends committee meetings and/or conference calls.
2. The Executive Director is responsible to record meeting minutes. In the absence of the Executive Director, the Committee Chairperson will designate a recorder. The recorder submits meeting minutes to the Chairperson and Board Liaison for review.
3. Minutes of all committee meetings will be submitted to the President no later than two (2) weeks following a scheduled meeting.

Committee Updates

1. The Board Liaison is responsible to complete a committee status report, in coordination with the committee chairperson, prior to all scheduled Board meetings.

2. The status report contains information relating to current activities of the committee as they relate to Chapter goals and the committee's responsibilities as described in the committee description document.
3. Status reports will be sent to the Executive Direct no less than five (5) days prior to the Board meeting regardless of whether the Board Liaison plans to attend the business meeting.
4. In the event committee chairpersons are invited to attend Board meetings, the chairperson will present the status report at the meeting.

Signed Off:

Rosemary F. Zawia, RN, BSN, CCM
Rose Zawia, Chapter President, 2013-2015
CMSNE

Date: 3/10/15