

OACCD Subgroup Liaison Responsibilities

Guidelines for Serving as a Liaison to Subcommittees

As a liaison, appointed by the **Oregon Association of Community Corrections Directors (OACCD)** to one of its subcommittees, your role is to maintain alignment, accountability, and effective communication between the full body and its delegated working groups. Below is a summary of your key responsibilities and expectations:

Primary Role

- Serve as the official communication bridge between OACCD and your assigned subgroup.
 - Ensure subgroup activities remain within the scope approved by OACCD.
 - Represent OACCD priorities, not personal opinions, during subgroup discussions.
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Core Responsibilities

1. Monitor and Report

- Attend all subgroup meetings and track progress. Assign a delegate when unavailable.
- Provide structured updates to OACCD during scheduled meetings, including:
 - Key activities, decisions, and deliverables.
 - Requests for formal approval or feedback.
 - Issues needing OACCD direction.
- Relay formal direction, guidance, or decisions from OACCD back to the subgroup to ensure shared understanding and timely implementation.
- **Review and approve the subgroup's proposed agenda 30 days in advance to ensure the meeting is content-driven and necessary. Set the meeting length and format to avoid wasting time and travel expenses.**

2. Enforce Scope

- Help the subgroup stay focused on its chartered purpose.
- Proactively redirect the group from pursuing unauthorized or unsanctioned initiatives.
- Confirm when action items require main body approval before proceeding.

3. Coordinate with Subgroup Leadership

- Understand who leads the subgroup (chair, vice chair, etc.) and maintain open lines of communication.
- Work with subgroup leaders to elevate action items, recommendations, or proposed workplans to OACCD for review or endorsement.
- Ensure the subgroup receives and understands guidance or limitations communicated by OACCD.

4. Uphold Governance

- Ensure subgroup efforts are consistent with OACCD bylaws, strategic direction, and administrative policy.
 - Maintain confidentiality where applicable and avoid overstepping your liaison role unless delegated additional authority.
 - Encourage practices that promote equitable participation and invite diverse perspectives, in alignment with OACCD's commitment to inclusion.
 - **Be attentive to disengaged or disruptive behavior by subgroup members, such as disrespectful conduct, or lack of participation. Report concerns to the Executive Committee for director follow-up.**
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Remember

Liaisons are not silent observers. Your job is to **guide, communicate, and connect**.

You help ensure that OACCD's subgroups are empowered to do meaningful work while staying grounded in the scope and authority of the full committee.