

Board Liaison Roles_2023 New Process Communication Plan

July

- Board approved new Board Liaison Roles/Assignments (July 17, 2023)**

August

- Board communication on new roles distributed to all liaison group leads and group members**

1. *Written letter from the Board (week of Aug 21):*

- Explain Board new process and the why behind it
- Explain Board will evaluate new process as part of Board goals for the year
- Explain new communication protocol coordinated by Vice Chair
- Explain Board member assigned to liaison group remains group's representative for ongoing information/feedback sharing throughout year
- Share liaison role assignment chart
- Share what the Board's action steps will be:
 - Board member will connect with liaison group lead
 - Board member representative can present (slides) to all members of liaison group for greater understanding of new liaison roles
 - Monthly Board Update communication to follow

2. *Short visual communication message from Board/2 members (Aug 28):*

- Thank groups for their continued advocacy and commitment to students, explains new Board liaison roles (hope you received the email), cheers to the first day of school and a great school year ahead.

3. *Individual Board members reach out to their assigned liaison group (by Sept 1):*

- Email, call, offer to meet to answer questions, set expectations, schedule when Board members will be at meetings, offer to present the new process, explain representation, onboard new groups, etc.

September

- Board members continue to communicate to assigned liaison groups**
- Vice Chair facilitates Monthly Board Update via district communications**

1. Parent Leadership Council meeting (September 12)

- Board member/Greene presents process to PLC group at first of year meeting and fields questions

2. First Monthly Board Update distributed week of regular Board mtg (w/o Sept 11)