

Role of a MAC Liaison to another Committee

Expectations and Guidelines

- Get to know the Committee you are liaising with. What is their mission? What are their charter requirements? What work do they perform? Who leads the Committee – chair, vice chair, etc.?
- Serve as an ambassador of the MAC. Be familiar with MAC's mission and be able to explain it if needed.
- Open the lines of communication. Attend the meetings. Develop a good working relationship with committee leaders and the WECC staff liaison.
- Research issues outside of the meetings. Reach out to other MAC members to get their take on how it impacts their class. Remember, you are liaison for the entire MAC, not just your class, so use the other members to get a balanced view.
- Report at the next MAC meeting (in-person or webinar) if there is an issue the MAC should be aware of. High impact issues, controversial issues, and newly arisen issues could be of interest to the wider group. Contact the MAC chair to get on the next agenda.
- From time to time, the MAC would like a presentation on hot topics going on in other committees. Keep an ear open for interesting topics and work with the other committee leaders to arrange for presentations.
- Consider when outside input may be needed to help resolve issues.