

## Cradle-to-Career Governing Board Chair Report

Date Report Issued: October 25, 2023  
Attention: Members of Cradle-to-Career Governing Board  
Subject: **Creation of Liaison Roles**  
Staff Contact: Robert Tagorda, Chair

At this meeting, the Governing Board (Board) will have the opportunity to discuss and approve the creation of liaison roles for Board members.

### Requested Action:

After review and consideration of the proposed liaison roles, it is recommended that the Board approve the roles as presented.

- ❖ Move to approve the Board liaison roles as presented in the Chair Report.

### Background:

As I settle into my position as the Chair of Cradle-to-Career (C2C), I would like to implement liaison roles. These roles would allow for standing liaisons for all aspects of C2C's work. One positive outcome I envision from these roles is providing Board members with an opportunity to feel more connected with the work of C2C. Additionally, the implementation will enable a steady mechanism for member feedback and support. Lastly, it will instill a sense of ownership which will support and foster a governance culture, which the Board prioritized in the adoption of the [Strategic Plan](#) (page 2) at the August 9, 2023 Board meeting.

The term for the liaison position will be one year. As Chair, I will determine who will be appointed to the position. There will be an update on this item annually at the November Board meeting. As it is good practice to have a stand-in, I will also be appointing secondary liaisons to each position.

## Liaison Roles:

Below is a list of liaison titles and responsibilities:

- CCGI Liaison
  - Responsible for providing an opinion of the tool
- Community Engagement Advisory Board Liaison
  - Responsible for providing Board updates at the Advisory Board meetings and ensuring the Board learns insights from the Advisory Board
- Data and Tools Advisory Board Liaison
  - Responsible for providing Board updates at the Advisory Board meetings and ensuring the Board learns insights from the Advisory Board
- Design Liaison
  - Responsible for data visualization, data storytelling, and brand identity
- eTranscript Liaison
  - Responsible for providing an opinion of the tool

## Expectations of the Liaison:

Below are the expectations for members that will be accepting the liaison role:

- Meets and communicates with the Office of Cradle-to-Career Data (Office) on an as needed basis
- Can be called upon to be the spokesperson for the given topic
- Can be asked to attend meetings with stakeholders, consultants, or the Office related to the given topic