



ASPHN Liaison Responsibilities

Reference: ASPHN Partnership Policy

ASPHN Liaisons are critical links to partner organizations. ASPHN partnerships expand our visibility, influence and effectiveness through networking, collaboration and coordination with organizations that have similar goals and priorities and/or seek to promote values consistent with ASPHN. Through these partnerships, the liaisons communicate ASPHN's key messages, advocate for ASPHN's priority positions, identify funding opportunities for our members as well as for ASPHN, and promote the role of public health nutritionists.

To help ASPHN Liaisons successfully function in the role of liaison, the Collaboration Committee offers the following list of expectations. ASPHN Liaisons:

- a. Serve as a representative of ASPHN and as the communication link between ASPHN and the partner organization.
- b. Serve an initial two-year term, which may be renewed. The Collaboration Committee will ask each liaison if he/she would like to renew his/her term as part of the annual review of all partnerships.
- c. Participate on conference calls, in working groups and on committees as appropriate with the liaison's partner organization.
- d. Report to the ASPHN Board whenever the liaison has news and information that would be of interest to the Board and the Association. Liaisons should submit a Board report at least once a year, by the first Friday in December. The report should include key activities, accomplishments, resources, funding opportunities and emerging issues from the partner organization.
- e. Conduct an annual review of the partnership, by the first Friday in December or prior.
- f. Complete the *Liaison Transition Questionnaire* prior to the completion of the liaison term.
- g. If there has been an extended period with no activity or information from the partner organization, the liaison should proactively contact the partner organization to determine if the group is still active/viable.
- h. Participate in leader orientation activities, including orientation to the role of liaison.
- i. Notify the ASPHN consultant who supports the Collaboration Committee if their collaboration ends, has stopped meeting, or changes significantly in scope, mission or focus.
- j. Work with an ASPHN Consultant to communicate important information to ASPHN members, when appropriate, through email, the ASPHN website and the ASPHN newsletter.
- k. Learn about and stay informed on ASPHN's key messages and priorities and communicate these to the partner organization.
- l. Identify ways to communicate ASPHN activities to the partner organization through their system of email, website and newsletter communications.

- m. Participate in the Collaboration Committee’s training opportunities (two per year) to keep ASPHN liaisons current on the goals, objectives and priorities outlined in ASPHN’s strategic plan. Share the key messages from trainings with each partner organization, and discuss what and how to report back on partner activities and issues.
- n. Liaisons are encouraged to participate in monthly ASPHN Board calls and meetings. By attending these calls and meetings, these liaisons can stay current on ASPHN activities and priorities.

Liaison Support

To assist ASPHN Liaisons with meeting their expectations, the Collaboration Committee has identified the following supports:

- Each liaison is assigned Liaison Ambassador, a member of the Collaboration Committee
- ASPHN Consultant, Shana Patterson, shana@asphn.org
- “Resources for Liaisons” section on the Collaboration Committee [webpage](#)