

NATIONAL EXECUTIVE COMMITTEE (NEC) LIAISON TO
SAL National Commissions and Committees



SAL NEC Liaison - ROLES – RESPONSIBILITIES - EXPECTATIONS

The purpose of this document is to clearly articulate the different roles, responsibilities, and expectations of the SAL NEC Liaison and the duties each individual is responsible for.

Title	Role	Name
Lead Liaison	You are the individual your peers have chosen to be the liaison in the lead position among other NEC liaisons assigned to your particular SAL National Commission or Committee. As Lead Liaison, your primary responsibility is to observe and support the members of your commission/committee. You shall promote communication or cooperation which facilitates a close working relationship between your commission/committee, American Legion National Staff, and the entire SAL National Executive Committee. As volunteers, you and your commission/committee members have limited time and resources to accomplish no more than two goals or projects each administrative year.	Please provide the name of the Lead Liaison below
		Name
Lead Liaison Responsibilities		
• You are the chief advocate for the commission/committee to which you are assigned. • You are to ensure that all NEC liaisons assigned to your commission/committee attend all in-person meetings and all conference calls or video meetings. • Maintain monthly contact between you and the chairman. • Respect the chain of command of the commission/committee by always recognizing that chairman is the individual responsible for providing the leadership necessary to accomplish the goals of the commission/committee.		

Title	Role	Name
NEC Liaison	You are an individual who has been chosen by the Sons of The American Legion Advisory Committee to be a liaison among other NEC liaisons assigned to your particular S.A.L. National Commission or Committee. As a liaison, your primary responsibility is to observe and support the members of your commission/committee. You shall promote communication and cooperation which facilitates a close working relationship between your commission/committee, American Legion National Staff, and the entire S.A.L. National Executive Committee. As volunteers, your commission/committee members and you have a limited amount of time and resources to accomplish no more than two goals or projects each administrative year.	List names of NEC Liaisons below:
		Name(s)
Liaison Responsibilities		
- You are expected to attend all in-person meetings, conference calls, and video meetings. - You shall keep notes of each meeting you attend and share those notes with the Lead Liaison. - Be positive and use motivational language when assisting the chair. - Always promote a “teamwork” environment. - Be prepared to provide clarity to the National Executive Committee and others in leadership positions on issues when called upon. - Be prepared to assist the Lead Liaison and your commission/committee members in various ways when called upon.		



Expectations	Expectations of Committee	Expectations
	- As a liaison of your commission/committee, it is the expectation that support of your commission/committee project(s) be part of your activities during all meetings and activities between meetings. You are expected to offer support and recognize the value of different perspectives. You should approach your role with a mindset of “power with” rather than “power over” and regularly includes others in planning and decision-making. Attentive, empathetic participation: Enthusiasm and active participation for meeting and engaging with people. Ability to negotiate with other members and leaders especially when there are lines of difference. Listens closely to understand needs or concerns and takes steps based on that input. Respond/Reply to phone calls, texts, and emails within 24 hours of receipt. Takes pride in providing clear, helpful information. Proactive problem solving: Help committee develop solutions to challenges, including by constantly looking at big-picture progress on the program(s) and by flagging any potential upcoming challenges in your committee overall. Flexibility: Ready to take advantage of unexpected opportunities; adapts quickly as things change.	