

1.5.11 Board Staff Liaison Officer Terms of Reference

1. Purpose of the Role

1.1. The FSA Board of Directors has created the role of Board/Staff Liaison Officer (BSLO) to improve accountability of the Board to FSA staff, to act as part of a system of checks and balances on the power of FSA management, and to provide FSA staff with contact persons on the Board whom staff may comfortably approach with questions, concerns, ideas, or needs relating to:

1.1.1. The governance, leadership, and management of the FSA,

1.1.2. Workplace psychological health and safety, and

1.1.3. Any other topic that FSA staff feel the Board should be made aware of that they feel will not or cannot be appropriately addressed through other channels.

1.2. BSLOs have no Management/Human Resources/Career Development responsibilities regarding staff and these functions are excluded from their scope of work.

2. Appointments

2.1. There will be two BSLOs at a time, appointed by the FSA Board of Directors.

2.2. When appointed, BSLOs will hold a one-year term with no limit on renewals.

2.3. BSLOs will be Directors other than the President whose remaining term of office at the time of appointment is at least one year.

2.4. At the meeting in which the Board will be appointing new BSLOs, the previous year's BSLOs will present a short list of potential appointees nominated by FSA staff.

2.5. The Board of Directors will not appoint BSLOs who are not acceptable to FSA staff.

3. Responsibilities

3.1. BSLOs will host three-to-five regularly scheduled check-ins with FSA staff per year, and will schedule these up to a year in advance with consideration of other scheduling concerns for the FSA office. At least one BSLO will be in attendance at these check-in meetings. Staff attendance is not mandatory, but when staff attend these check-ins, their attendance will be considered to be a part of their regular workload.

3.2. Between check-ins BSLOs will be available and responsive to staff and will communicate their availability and available communication channels to staff. Where

possible BSLOs will attempt to coordinate their leave-taking to ensure that there are not periods longer than three weeks in which no BSLO would be available to staff.

- 3.3. BSLOs will briefly meet in person with any new staff member as part of the onboarding process in order to introduce themselves, their role, and the Board.
- 3.4. BSLOs are expected to serve as a conduit for information exchange between the Board and staff, and will therefore:
 - 3.4.4. Regularly communicate issues which may be of interest to staff from the Board,
 - 3.4.5. Provide a report on their activities at each Board meeting, and
 - 3.4.6. Bring information and concerns from staff to the Board.
- 3.5. BSLOs will coordinate the attendance of a Board member other than the President at the regularly scheduled LM meeting and will each personally attend at least one LM meeting during their year-long term.

Revision History

Date	Revision (Brief description)
April 2018	Initial approval