



Board of Directors
Community Liaison Chairperson
Position Description and Duties

Revised 04-19-2019

Purpose of the Community Liaison Chairperson is to represent the interest of Castle Rock Senior Activity Center (CRSAC) in meetings of other community organizations as deemed appropriate by the CRSAC Board of Directors (BOD). The Community Liaison Chairperson is an appointed member of the BOD, as such assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the Community Liaison Chairperson:

- This position coordinates information to and from the BOD, and Executive Director to other non-profits or service organizations.
- This position needs to have a clear understanding of how the CRSAC functions its mission and goals.
- This chairperson needs to have a commitment to attend and be active in the Douglas County Senior Council. Serves on committees of Senior Council as directed by BOD.
- Commitments involving the CRSAC to other organizations will be coordinated through the Executive BOD.
- This chairperson will communicate BOD interest to the various service organizations, such as Rotary, in person or through selected volunteers.
- Will oversee civic/service group ambassadors as they serve on the Community Liaison's committee (such as: Rotary Club, Elk Club, Kiwanis, Civitain, etc.)
- Coordinate with the civic/service group ambassadors/committee to provide all necessary information to communicate about our special event programs to the civic groups.
- This position will seek legal information related to seniors through such organizations as Senior Lobby and AARP.
- Membership for all organizations will be through CRSAC.
- Works closely with the BOD on other duties requested by the BOD.