

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)  
BOARD OF DIRECTORS  
POLICY AND PROCEDURE  
(BOD P/P)**

BOD P/P Number:	2007-1	Date Established: April 6, 2007	
		Date Revised: May 24, 2022	
		Dates Reviewed: 2/25/20, 5/24/22	
Reference:	BOD E-Mail Vote	Term:	<input type="checkbox"/> 1 Year
			<input type="checkbox"/> 2 Years
		<input checked="" type="checkbox"/>	Indefinite

BOD P/P Title:	<b>ASSOCIATION LIAISONS AND REPRESENTATIVES</b>
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BOD Authority:	ACHA Bylaws, Article IX, Section 3
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Purpose:	To set forth policy and procedure for the Association to establish, maintain, and dissolve formal external relationships with other associations, organizations, and agencies that have intersecting interests with those of the Association. Association liaison relationships are expected to be long term and externally connected. Vacancies are expected to be filled by solicitation to the general membership.
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Policy:	<p>The Association shall maintain formal external relationships with other associations, organizations, and agencies that have intersecting interests with those of the Association through representation by an appointed <i>Association Liaison or Representative</i>. The Association Liaison or Representative shall be an ACHA regular member or emeritus member, or a student member in the case of student organizations. The Association Liaison or Representative reports to the Board of Directors.</p> <p>The Board of Directors shall establish, monitor, and dissolve liaison relationships with external organizations consistent with the mission, vision, core values, and goals of ACHA as reflected in its strategic plan and the best interests of the Association. The President, in consultation with the Executive Committee, and on behalf of the Board of Directors, shall appoint, reappoint, or discontinue the appointment of an Association Liaison or Representative.</p>
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Procedure:	<p>In the absence of a specified term from the respective external organization, the Association establishes a maximum term of three years for Association Liaisons, after which there shall be:</p> <ul style="list-style-type: none"> <li>• An open announcement of the Association Liaison or Representative opportunity to the general membership (or subset of the membership depending on the nature of the external organization)</li> <li>• A review of all interested member candidates by the President in consultation with the Executive Committee</li> <li>• Presidential selection and appointment of the Association Liaison or Representative for the next term. Reappointment of the former Association Liaison or Representative shall also be</li> </ul>
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	<p>permitted.</p> <p>In relationships where the external organization calls for a primary and alternate designee, the Association shall likewise appoint the alternate representative in the same manner as described above. Terms should be staggered when possible for continuity.</p> <p>All Association Liaisons shall be subject to the general charge by the President, on behalf of the Board of Directors, to:</p> <p style="padding-left: 40px;">“Represent ACHA and the varied interests of college health. It is expected that you will attend requisite meetings and/or conference calls and consult with relevant ACHA sections and coalitions. If you are unable to perform your role, please ensure representation via the alternate or other designee as coordinated through the ACHA executive office.</p> <p style="padding-left: 40px;">To fulfill your Liaison responsibilities, we request a report in December and April in order to brief the Executive Committee and Board of Directors on key issues, meeting summaries, organizational outcomes and pertinent information about this organization and how this liaison relationship advances the health of college students.”</p> <p>The list of Association Liaisons and Representatives shall be reviewed annually by the President, in consultation with the Executive Committee and on behalf of the Board of Directors, for the continued need and relevancy of the external liaison relationship.</p> <p><b>Association Liaisons</b> shall be governed by the aforementioned procedures and are subject to annual reporting requirements in formats and by deadlines prescribed by the Association national office on behalf of the Board of Directors.</p> <p><b>Association Liaisons</b> shall be listed in a directory on the Association website.</p> <p><b>Association Liaisons</b> are eligible for reimbursement for travel in conjunction with official duties, such as to major meetings or conferences, subject to budgetary constraints of the association. Liaisons should check with the CEO to confirm before making travel arrangements.</p> <p><b>Association Representatives</b> are individuals who may from time to time attend meetings and activities of external organizations whose interests align with ACHA’s. These individuals may be requested on an <i>ad hoc</i> basis by the President, Executive Committee and/or Board of Directors to relay information, materials, and/or to facilitate communications between ACHA and the external organization.</p> <p>Representatives do not have authority to speak for ACHA.  Representatives may be requested to file a report to the Board .  Representatives are not eligible for reimbursement for their activities on behalf of ACHA.</p>
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Resources:	National Office	Volunteer
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Human:	Chief Executive Officer (CEO) Executive Assistant/Board Liaison Volunteer Coordinator	President Board of Directors Association Liaisons Association Representatives
Financial:	As determined by the specific relationship; and/or budgeted annually	
Other:		