

Prerequisites

The Adoptive Parent Liaison must:

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals
- Skilled with
 - Oral communications
 - Organizational communications
 - Planning
 - Utilizing Internet Technologies
- Efficient in assessing priorities
- Ability to:
 - Work with minimal supervision in a team environment
 - Maintain confidentiality
- Willing to sign off on the American Adoption Congress Code of Ethics, Corrective Action Policy, Conflict of Interest Policy and all other documents within the Board Member Policies and Procedures Handbook
- Make every effort to attend the annual AAC International Conference

Term of Service

The AAC Adoptive Parent Liaison is appointed by the President, approved by the Board, and serves at the pleasure of the President. The term of service is 3 years.

Responsibilities

- Create a list of Adoptive Parents in AAC with AAC Membership Chair assistance
- Create AAC Flyer to be approved by the AAC Board, inviting Adoptive Parents to join
- Contact other Adoptive Parent Support Groups with help of Support Group Liaison
- Create an Adoptive Parent committee
 - Have the committee work on what is needed for more AP to join AAC
 - Distribution of Flyers
 - Get Adoptive Parent Support Groups set up in all States

Procedures

The AAC Adoptive Parent Liaison:

- Will supply a monthly report of activities performed to Board of Directors
- Shall be fiscally responsible and spend no money without prior approval obtained in advance from the AAC Board of Directors