

Prerequisites

The Support Group 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 Support Group 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

- Will contact existing support groups from all States listed on the AAC Support Group Information page, to determine viability and information listed for each group.
- Assist in providing any updates to the website page by sending all revisions to the AAC Web Administrator.
- Assist any AAC member with how to set-up a Support Group within their area via the Starting a Support Group Document on the AAC Support Group Information page.

Procedures

The AAC Support Group 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