



American Adoption Congress  
AAC Professional Liaison Job Description  
Approved by Board of Directors 03/08/2017

### **Prerequisites**

The Professional Liaison will:

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals
- College Degree preferably LCSW
- Ability to network with professional organizations
- Active Participation in and commitment to adoption reform
- Willingness to provide AAC with input on how best to address the needs of adoption professionals to promote best practices in adoption
- Email access
- Ability to 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 Professional Liaison is appointed by the President, approved by the Board, and serves at the pleasure of the President and Board of Directors. The AAC Professional Liaison shall serve 3 years.

### **Responsibilities**

- Develop constructive and collaborative relationships with leaders and organizations in the broader adoption community, lay and professionals, such as NACAC, NASW, IAC, etc.
- Be the AAC "ambassador" to the professional social work community, promoting our purpose, goals, and conferences
- Explore the organizations representing international adoption, transracial adoption, special needs and open adoption, etc.
- Work to introduce the importance of the truth in adoption information to groups such as the American Academy of Pediatrics, The American Association of Juvenile Court Judges, The American Bar Association, etc. and investigate the possibility of presenting workshops at their conferences. Investigate the cost of membership and/or the advantage of reciprocal memberships with these organizations
- Maintain list of contacts within the above organizations and make them available to committees and Board members for carrying out the business of the AAC.



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Contact other organizations to make them aware of the dates of the AAC Regional and National conferences with the request that they include this in their newsletters and then invite them to submit workshop proposals for these conferences

- Keep Board members and the membership advised of other conferences and their calls for workshop proposals, conference dates and locations; coordinate this with the Beacon Editors, and the webmaster.
- Plan with the Board to develop a list of "qualifications" for organizations we are considering developing associations with and to review outside organization's policies in relationship to the mission of the AAC
- Provide input to the Decree editor or committee on topics of interest to professionals and potential authors and sources of information

### **Responsibilities**

The AAC Historian:

- Conduct historical research as a basis for the:
  - Identification
  - Conservation
  - ReconstructionOf historic places and materials for publishing or presenting findings and theories
- Gathers and organizes AAC historical data from
  - Archives
  - Court Records
  - Diaries.
  - News Files
  - Old Decrees
  - Photographs
  - Periodicals
  - Interviews
- Traces historical development in adoption and foster care, detailing:
  - Social
  - Cultural
  - Political
  - Other diplomatic significance
- Analyze and interpret authenticity and relative significance of data collected



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**Procedures**

The AAC Historian:

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