



Lincoln Public Schools
Lincoln, MA 01773

GUIDELINES FOR SCHOOL COMMITTEE LIAISONS

1. Be familiar with any regulations, guidelines, policies which affect the group to which you are appointed liaison.
2. Familiarize yourself with programs, goals and operations of the group.
3. Introduce yourself to the Director and/or Board Chairman, and discuss your relationship with them: what are your mutual roles and responsibilities; how do they want you to interact with them, e.g., do they want you to attend their meetings; what authority does the School Committee liaison have.
4. Do they want you to observe a particular protocol, e.g., Board member to liaison, or as with child care groups, Director to liaison?
5. Does the School Committee want minutes or a report from you or their representative?

Distributed at School Committee Meeting of July 18, 1983
Reaffirmed at School Committee Meeting of December 17, 1984