

# Advisor on a Committee: Role of a Staff Liaison

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A staff liaison is a member on the committee who serves as the advisor's "go-to person". The main responsibilities of a staff liaison include the following:

- build and sustain a relationship with the advisor
- provide support to the advisor and help facilitate the advisor's participation
- help navigate any advisor engagement challenges
- provide feedback and communicate how the advisor's contributions have informed the work of the group

Note: The staff liaison isn't always the chair of the committee. This role is also different than the PFCC Liaison.

## Don't hesitate to ask your committee staff liaison any of the following:

- Ask if you can meet in advance of the first meeting to learn more about the committee, what has been accomplished to date, and how your experience can best be of value.
- Ask to set up a time to debrief right after the first couple of meetings.
- After settling into the committee, ask for feedback on your contributions and if there is anything you can do differently to improve the effectiveness of your involvement.
- Reach out if you are finding it challenging to participate or contribute. Together you can come up with different strategies on how to be more effectively engaged.
- Ask questions along the way to clarify any terms, acronyms, processes, or any other information that would be helpful to help you contribute.

## PFCC Staff Liaison

In addition to your committee staff liaison, a member of the PFCC team is available to provide support. They can support you in any of the following ways:

- coaching on being an effective advisor.
- planning for additional patient and family engagement. For example, bringing a consult to one of the advisory councils for more input/feedback.
- debriefing after a committee meeting to provide additional support and/or guidance.
- supporting the development and sharing of an advisor story.
- helping navigate engagement opportunities or challenges.
- logging volunteer hours.