

## **Roles and Responsibilities of the Parent Liaison to the LG Board of Directors**

There are two parent liaisons for Learning Gate Community School - one to represent the Hanna Campus and one for the Lutz Lake Fern campus.

### **Role of the Parent Liaison:**

A parent liaison is a volunteer position that helps maintain a critical connection between the Board of Directors (BOD) and the families of the school. The primary purpose is to facilitate communication in a neutral and unbiased fashion. The parent liaison will serve a two-year term.

### **Responsibilities of the Parent Liaison:**

- Communicate with the LG BOD.
- Collaborate with the LG Administration.
- Be available to LG families who have questions.
- Assist parents in connecting with the correct person to obtain needed information.
- Respond to emails received.
- Provide a report to the BOD as needed.
- Share all information/emails received with the BOD.
- Will not encourage parents to side with a particular viewpoint
- Will not encourage parents to join any group that is not sanctioned by the school.
- Regularly attend BOD meetings.
- Maintain confidentiality.
- Be a proud supporter of the School, the BOD, and the Administration.