

SOPAG/ACG Liaison Roles and Responsibilities

If the SOPAG Liaison to an ACG is not an official member of the group, the SOPAG liaison should contact the ACG Chair to agree on how they will maintain good communication. The Liaison should ask the ACG Chair to keep them informed of significant issues and to let them know when their presence/participation might be mutually beneficial.

Communication to SOPAG

- Provide a report on ACG activities at every SOPAG meeting/conference call
- Advise SOPAG if there are issues that need SOPAG's attention
- Add items to SOPAG agenda; forward documents
- Check on the status of reports that SOPAG has requested from the ACG

Communication to ACG

- Share any issues that might be fruitful in terms of cross-ACG collaboration or cross-communication
- If ACG has reports or issues to share with SOPAG and/or ULs—alert them to the process and timetable for adding items to their respective agendas.
- Provide general advice to the ACG as appropriate.
- SOPAG Chair will send a message re the annual review of ACG charges and annual report/annual goals, but the liaison can supply reminders
- Advise on the SOPAG workshop proposal process
- Advise on the process and timing (calendar dates) for forwarding documents, proposals and issues to be considered on SOPAG and/or ULs agendas
- When SOPAG minutes are distributed—highlight/flag items of particular interest to the ACG Chair as appropriate.

ACG Chair Roles and Responsibilities to SOPAG Liaison

Communication to SOPAG Liaison

- Let SOPAG Liaison know if there are any ACG activities that merit reporting to SOPAG
- Tap the SOPAG Liaison as a resource who can answer questions regarding the ULs Advisory Structure and other issues.
- Consult the SOPAG Liaison if there are any questions about the annual review of the ACG charge, annual report, and annual goals.