

Staff Liaison Officer Job Description

Source of Authority

Directors, appointed by the Board

Authority

The Staff Liaison Officer is a representative of the Board and is authorized to carry out the responsibilities outlined below in accordance with general direction provided by the Board. The Staff Liaison Officer will normally deal with the Co-op's senior employee only, with supervision of and communication with other employees being provided through the senior employee.

Purpose

- To provide for supervision and direction of the Co-op's senior employee between meetings of the Board.
- To provide a means of effectively monitoring and evaluating employee performance.
- To ensure that a representative of the Board is familiar with the work circumstances of the employees in order to deal with employee concerns and make appropriate recommendations to the Board.
- To ensure that there is good communications and positive relations between the employee and the Board.
- To help ensure that the Board's responsibility for hiring, supervising and directing the employee are carried out by a representative with the necessary skill, training and aptitude.
- To help ensure an effective working relationship among the Co-op staff.

Responsibilities

1. To ensure that appropriate personnel-related policies and procedures are in place, reviewed regularly and amended, as necessary.
2. To ensure that the Co-op has entered into a written agreement with the employee that provides a detailed description of the duties and responsibilities of the position and set out the terms and conditions of employment.
3. To coordinate the hiring of staff by striking and chairing ad Hoc Hiring Committees, as required by the Co-op's Hiring Policy.

4. To ensure that new employees are properly oriented.
5. To supervise and direct the employee in implementing the decisions of the Board by communicating regularly and meeting as necessary, with the employee.
6. To monitor the employee's performance through periodic meeting including a regular monthly meeting, to review the Management Report to the Board.
7. To take part in the annual performance evaluation and salary review in accordance with the procedures set out in Schedule "A" of the employee's Terms of Employment.
8. To provide authorizations related to the employee's work schedule and time off as set out in the employee's Terms of Employment.
9. To review periodically with the employee working conditions, terms of employment, job description requirements and other matters that may affect the employee's ability to carry out assigned responsibilities, and to recommend to the Board measures to be taken to deal with any problem areas.
10. To provide the employee with problem-solving support in areas where it may be helpful to the employee in carrying out assigned responsibilities.
11. To make recommendations to the Board on personnel-related matters and, generally, to represent the employee's position to the Board.
12. To help resolve problems which may arise between staff and have been referred to the Staff Liaison Officer by any of the staff.
13. To deal with formal staff grievances in accordance with procedures set out in the employee's Terms of Employment.

Passed by the Board of Directors - October 17, 1985

Passed by General Members- November 4, 1985