



Partnership Liaison

Eligibility Requirements

To be considered, applicants must meet all the following criterion:

1. Be a CAPPO member in good standing for at least 3 years; and
2. Have at least one (1) year previous experience in any CAPPO Leadership Role either at the chapter, state, or committee level and;
3. Minimum of attendance at two-year CAPPO Conference & Expo events; and
4. Approval from agency leadership, if currently employed, to fulfill this role.

Responsibilities and Duties

- a. Attend all CAPPO Board meetings as a non-voting ex-officio¹.
- b. Participate on the CAPPO Conference Committee.
- c. Arrive early to the CAPPO Conference and stay through the wrap-up meeting.
- d. Communication with the Supplier Community is an essential responsibility to continue strong growth in the program.
 - Continuous communication with existing partners.
 - Outreach to potential partners to ensure continuity and growth of the program.
 - Timely response to partnership inquiries with follow up emails and telephone calls.
 - Welcome email and thank you to new partners.
 - Provide partners the CAPPO medallion logos.
- e. Develop the annual supplier partner brochure in coordination with the conference committee.
- f. Review and make recommendations to the CAPPO Board on changes to enhance the program.
- g. Serve as an advocate of the CAPPO Partners to the CAPPO Board and Conference Committee.
- h. Work closely with the CAPPO Executive Director in development of the expo floor plan and the supplier database.
- i. Develop a working knowledge of Partnership/Expo software systems.
- j. Introduction of Partners at conference events.
- k. Schedule and moderate the CAPPO Partnership Advisory Committee meeting/s.
- l. Develop and send out surveys as needed to partners.
- m. Provide various reports regarding performance of the Partnership Program throughout the year.
- n. Oversight / work in conjunction with CAPPO office to ensure that all partner benefits are fulfilled (CAPPO Office will take lead, but the Liaison should make sure nothing gets dropped)
- o. Other duties as assigned by the CAPPO President and the CAPPO Executive Director.

¹ Travel, meals and lodging expenses will be covered to attend in-person meetings

Anticipated Time Expectation

1st quarter – 5 hours per month	2nd quarter – 10 hours per month
3rd quarter – 10 to 15 hours per month	4th quarter – 20 hours per month

Annual Program Evaluation

An opportunity for the appointee and the executive board to have a conversation on the success and recommendation for changes. Plan and evaluation of partnership program.