COMMITTEE STAFF LIAISON (CSL)

✅ **Collaborate with the CEP, Chair and Co-Chair**

Work closely with the CEP, Committee Chair and Co-Chair to support initiatives, goals, and agendas in line with the committee's mission.

✅ **Facilitate Communication**

Act as a bridge between committee members and the leadership, ensuring smooth and effective communication flow.

✅ **Organize and Coordinate Meetings**

Assist in arranging and coordinating committee meetings, including scheduling, agenda preparation, and meeting logistics.

✅ **Document Management**

Maintain accurate and up-to-date records of committee activities, discussions, and decisions.

✅ **Research and Analysis**

Conduct research on relevant topics to provide valuable insights and information for committee discussions and initiatives.

✅ **Engage Committee Members**

Encourage active participation and engagement among committee members, fostering a collaborative and inclusive environment.

✅ **Monitor Progress**

Keep track of the committee's progress toward achieving goals and provide timely updates to the CEP, Chair, Co-Chair, and committee members.

✅ **Support Subcommittee Activities**

Collaborate with CEP, subcommittees and working groups, providing assistance as needed for their initiatives.

✅ **Partner with GCA Staff**

Liaise with the GCA staff to align committee activities with the organization's overall mission and goals.

✅ **Uphold Ethical Standards**

Ensure unbiased and fair decision-making, promoting and supporting products, services, solutions, organizations, or professionals based on merit to maintain GCA's credibility.

The Volunteer-GCA Committee Staff Liaison plays a pivotal role in supporting the committee's leadership, fostering collaboration, and facilitating the achievement of the committee's objectives. Through their dedication and commitment, they contribute to the success and impact of the committee in driving positive change in the field of cybersecurity.