

**Guidelines for AAPSE Liaisons with foundations, organizations, associations and government agencies with shared pesticide safety issues and goals\***

1. Represent the views of AAPSE members on the organization to which you are appointed.
2. Develop a mechanism for collecting views of AAPSE members for representation to the organization as appropriate.
3. Provide advice and counsel on a timely basis on the organization's issues as they relate to certification, training, and education.
4. Keep the Board informed of developments in the organization to which you are appointed liaison.
5. Provide the AAPSE secretary a summary report of each meeting of the organization you attend, identifying issues AAPSE may need to address. Reports will be added to meeting minutes after discussion by Board.
6. Make a good faith effort to attend all meetings of the organization to which you are appointed as liaison, or find a substitute.
7. Use best judgement to determine which meeting(s) to attend.
8. AAPSE appreciates the contributions of liaisons who are able to cover costs of travel to meetings from state funds, grants, etc. but recognizes that travel costs can be a burden. Liaisons may submit a request for travel reimbursement to attend a meeting to represent AAPSE or conduct AAPSE business.
9. Where appropriate, build relationships or serve in other capacities.
10. Serve as an AAPSE presence whenever possible and appropriate.
11. Promote membership in AAPSE and inform others of AAPSE accomplishments.

\*Guidelines modified from 2001 AAPSE Guidance Documents, 2015 Strategic Plan, and 2018/2019 AAPSE BOD discussions.