

Position Description

Position Title: Professional Advisory Group (PAG) Liaison

Purpose:

The purpose of this position is to provide two way communication between the Health Services Professional Advisory Committee (HS PAC) and the HS PAC's PAGs.

Functions:

1. Maintain a listing of all PAG Recruitment & Retention Committee Members.
2. Communicate to the PAGs new initiatives/activities of the HS PACs Recruitment & Retention Committee.
3. Maintain a current list of all of the PAGs open Action Items.
4. Oversees any projects/requests for information initiated by the HS PAC Chair.
5. Communicate to the HS PAC R & R subcommittee Chair new information in advance of the monthly R & R subcommittee meeting.
6. Prepare and submit a monthly written report of activities and new information.
7. Update relevant action items as appropriate.

Objectives:

1. Primary objective of this position it to ensure quality communication between the HS PAC and the PAG's Recruitment & Retention Committees
2. Ensure that work is not being duplicated