

Roles and Expectations of Institutional Representatives

The Institutional Representative (IR) is a key person in the development and implementation of the strategic plans of the Ohio Network. The IR's appointment recognizes the critical role she has already played at her institution with regard to women's leadership issues on her campus and signals the institution's support for the advancement of women into key leadership positions. The IR works in close collaboration with the state co-coordinators and serves as a liaison between the women at her institution and the State Executive Board and American Council of Education/Office of Women in Higher Education (OWHE).

Women fulfilling this role serve as catalysts for innovation among women in higher education and as communication links between and among women administrators, women aspiring to leadership roles, and ACE leaders committed to the furtherance of women's roles in higher education leadership. The institutional representative may wish to appoint a committee of women to work with her on her campus.

Basic expectations of the institutional representative will be to:

Identify

- ◆ Build a campus network of current and potential leaders (administrators, faculty, student services, business office and development/advancement/alumni).
- ◆ Provide information to the State Co-coordinators about women administrators on campus, (new appointments, resignations, title changes, vacant leadership positions, etc.)
- ◆ Communicate with state co-coordinators and other IR's to broaden Ohio Network.

Develop

- ◆ Keep women on campus informed regarding the agenda and/or programs of OWHE.
- ◆ Keep women on campus informed of state/national leadership programs, fellowships, and grants.
- ◆ Encourage senior-level women and men to serve as mentors or sponsors to women in middle-level administrative positions.

Encourage

- ◆ Assist the women on campus in relaying their suggestions and concerns to an appropriate institutional, state, or national body.
- ◆ Urge women on campus to consider their next steps and to take advantage of opportunities.

Advance

- ◆ Learn about institutional policies and procedures that identify, prepare, and advance administrators.
- ◆ Nominate women for leadership positions as opportunities arise.

Link

- ◆ Create opportunities for campus women at all levels to get to know one another's interests, ambitions, and talents.
- ◆ Take advantage of opportunities for campus women to meet and share ideas and concerns with women from the political, civic, and corporate spheres.

Support

- ◆ Publicize formally and informally the accomplishments of women on campus.
- ◆ Organize or join roundtables or networks for women administrators on campus.
- ◆ Encourage women to seek leadership roles on appropriate boards, committees, and professional organizations.