

Orbis Cascade Alliance Institutional Representatives Expectations

Institutional Representatives play an essential role in the Alliance and are appointed by Council members.

The Alliance has the following shared expectations for members serving as Representatives.

Representatives will:

- Speak on behalf of their member institution.
 - In this capacity, Representatives are expected to gather and provide input from all relevant stakeholders within their institution as needed.
- Monitor the Alliance email list(s) associated with each respective program and participate as needed, communicating relevant information to institutional colleagues as needed. In particular, institutional reps will assist the Alliance in recruiting member staff to serve on Groups by sharing emails with all eligible library staff.
- Attend Community Calls for their program when possible.
 - When they miss a Community Call, Representatives will review the call recording and/or minutes from the call.
 - Communicate information discussed at Community Calls to their institutional colleagues as needed.
- Serve as the primary contact for their institution for matters from the program they represent.
 - Provide a timely response representing their institution to surveys and formal queries from the Alliance.

Endorsed by Member Leadership Group & Alliance Board December 2020

Terminology updated by Alliance program staff October 2023