



American Council on Education (ACE)  
Women's Network Ohio (WNO)

**Institutional Representative (IR) - REGIONAL REPS  
Roles and Responsibilities**

- Maintain two-way communication with the ACE WNO Statewide Executive Board IR Committee for promotion, acknowledgement and strategizing regarding the activities of the IRs in your region.
- Hold a quarterly group phone conference with IRs in your region, with an agenda developed in collaboration with the ACE WNO Statewide IR Committee.

The agenda will focus on reminders of best practices and resources available to promote the ACE WNO mission, success stories, idea brainstorming, etc.

- Several times during the quarter, reach out to individual IRs as needed to support, acknowledge or encourage their participation.
- Attend and encourage other IRs to attend the ACE WNO annual November conference (promote reduced registration fees, help coordinate car-pooling if needed, participate in an IR break-out session to be coordinated by the EB IR Committee, etc.).