



Expectations of the NERCOMP Institutional Representative (IR) Policy

Purpose:

The purpose of this policy is to define the role, responsibilities, and succession plan for the Institutional Representative of any member school to the NERCOMP community.

Objective:

This policy aims to ensure effective communication, collaboration, and mutual benefit between all member schools and the NERCOMP organization.

Definitions:

1. **NERCOMP** (Northeast Regional Computing Program) functions as a Corporation dedicated to facilitating information and resource sharing for members of the higher education information technology and library communities.
2. **Institutional Representative:** An individual designated by a member school to serve as the primary liaison between NERCOMP and their home institution.
3. **Member Institution:** A NERCOMP institutional member is a higher education institution that has contracted and paid for NERCOMP membership, gaining access to shared licensing agreements and professional development for staff and faculty members of the institution.

Policy:

Article IV, Sections 1-3 of the NERCOMP Bylaws define the role of the Institutional Representative and lay out the associated responsibilities. This policy works in concert with the bylaws to provide clarity and specificity for IRs, helping them to best understand their commitments and the critical role they play in shaping NERCOMP and its activities.

Section 1: Each Member shall designate an Institutional Representative. The Institutional Representative shall serve until such time as the Corporation receives confirmation that a successor has been named.

Policy implementation: Each NERCOMP member institution must have an active IR. In the event of their departure and/or change in duty that results in the IR being unable to fulfill this commitment, the outgoing IR will ensure that a replacement is named. Should this not be possible due to circumstances beyond their control, the current Billing Representative will be asked to name an IR replacement.

Section 2: The Institutional Representative shall be the conduit for all official communication between the Corporation and the Member Institution.

Policy implementation: Official communication (as referred to in the NERCOMP bylaws) includes all communication related to the member institution's relationship with NERCOMP, including board elections, bylaw changes, and membership renewal. Note that this does not include all communication between individual employees at a member institution and the NERCOMP community.

Section 3. The Institutional Representative shall be entitled to exercise the voting right of the Member Institution they represent.

Policy implementation: As their most important responsibility, the Institutional Representative is expected to participate in all NERCOMP elections in order to ensure fair representation of their school's needs. Existing IRs not willing or able to fulfill this duty are encouraged to identify a representative who can fulfill responsibilities, as defined in Section 1 above.

Background:

IR verbiage in bylaws:

ARTICLE IV
MEMBERSHIP REPRESENTATIVES AND PARTICIPATION

Section 1. Institutional Representative

Each Member shall designate an Institutional Representative. The Institutional Representative shall serve until such time as the Corporation receives confirmation that a successor has been named.

Section 2. Communication with Members

The Institutional Representative shall be the conduit for all official communication between the Corporation and the Member.

Section 3. Participation

The Institutional Representative shall be entitled to exercise the voting right of the Member they represent. ARTICLE V MEETINGS OF MEMBERS Section 1. Annual Meeting

Upon the annual membership renewal, this policy will be sent/shared with the IR.

Approved by the Board 12/9/2024