



Oregon Representative

POSITION

The purpose of this position is to provide the members of NWACUHO who work at institutions in Oregon with a representative voice on the Executive Board.

DUTIES

The following duties are not all encompassing, but are encouraged:

- Act as a liaison between the Executive Board and members from your state/province.
- Submit a written report from institutions in Oregon to Executive Board and the Editor of the *Soundings* newsletter. This report should contain information regarding: New Professionals, Housing/Residential Life Initiatives, Facilities, Etc.
- Advise one of the following standing committees: Academic Initiatives, Diversity, New Professional Initiatives or Cross Boarder Relations.
- Attend regularly scheduled Executive Board Meetings. (3 a year)
- Attend the NWACUHO Annual Regional Conference.
- Serve as a member of the Program Committee for the Annual Regional Conference.
- Host “Drive-In” or other style conferences in your state or province.
- Solicit new members form your state/province.
- The Oregon Representative will also serve as the representative from the state of Hawaii.

LEADERSHIP

The state and provincial representative can be a complex and difficult position. The keys to being a successful state or provincial representative are as follows:

1. **Act early!** Request all information for reports and conference information quickly and well before the deadline. It will take some time to receive response back from your constituent group.
2. **Try different forms of communication!** In the age of electronic mail some constituents may not receive the information that you send out. Try a phone call or even “snail mail” as a back-up!

If all else fails, ask others in your position for their ideas! Share the knowledge reap the benefits!