

## Institutional Representative Position Description

The Institutional Representative (IR) serves as the essential connector between the Academic Consortium and their home institution. As the sole voting delegate for their institution, the IR plays a critical role in representing institutional interests through electing board members, for fostering internal engagement and for understanding the mission and activities of the Academic Consortium. This individual should have the ongoing support of senior leadership (e.g., Dean or Department Chair) to effectively serve in this role.

### **Key Responsibilities**

- Casts the institution's vote in elections for the Board of Directors.
- Reviews and provides feedback on key organizational matters, such as proposed bylaws changes.
- Is responsible for ensuring timely budgeting and payment of annual membership dues.
- Promotes engagement in Academic Consortium activities among faculty, staff, students, and trainees; actively recruits new participants from across the institution.
- Communicates the value, benefits, and impact of membership within their own institution; serves as a point of connection and internal advocate for broad participation.
- Delivers an annual update to senior leadership (e.g., Dean or department head) on institutional engagement and the benefits and impact of Academic Consortium membership (materials provided by Consortium staff).
- Shares relevant institutional news and accomplishments with the Academic Consortium for dissemination to the broader membership.
- Updates the institutional member roster annually to reflect current participants with the intent to continually grow participation.
- Attends bi-annual Institutional Representative meetings and aims to attend Members Meetings and the International Congress on Integrative Medicine and Health.
- Reaffirms their commitment to fulfilling the responsibilities of the IR role every two years.
- Identifies 1–2 individuals at their institution who can serve as alternate or backup representatives if needed.

### **Leadership Qualities**

- Demonstrates excellent communication skills.
- Seeks direct clarification on questions or concerns to ensure accurate, constructive dialogue.
- Supports the leadership development of colleagues in integrative medicine and whole health.

- Commits to fulfilling role responsibilities with consistency and intention.
- Is welcoming and respectful of people with backgrounds, traditions, and perspectives different than their own.
- Embraces the culture of community, kindness, respect and collaboration of the organization.

**Estimated Time Commitment**

Approximately 1–2 hours per month.

**Champions of  
Whole Health**