



Roles and Responsibilities of ISW Local Representatives (LRs)

The ISW Network Executive Team is interested in exploring ways to foster and strengthen regional and cross-regional activities that contribute to building the ISW community at the local level. In doing so, we hope to build greater capacity for sustaining the ISW Program and Network in the decades to come.

To that end we are establishing the role of Local Representative (LR). Individuals who become LRs will serve in a communication and liaison role between the local (institutional and organizational) ISW Teams and the larger ISW network. The Local Representatives will be the primary links between their ISW Teams and the ISW Network Executive Team, the ISW International Advisory Committee and others working on Network projects. We expect that LRs will assume coordinating, supportive or participatory roles in regional activities, and that having LRs will be of significant benefit to local ISW Teams.

The following outlines the general roles and responsibilities of the LRs. We request that each institution and organization with an ISW Team provide the names of 2 or more LRs. We also request that LRs collaborate with local independent ISW Facilitators and FDW Trainers who are interested in providing a support role for regional ISW activities. In some geographical areas, a group of independent ISW Facilitators and FDW Trainers may decide to identify Local Representatives for their own group.

It is expected that LRs will take an active role within the ISW Network and will:

1. Collaborate with other LRs to support the offering of ISW regional activities on an occasional basis. What comprises a region will vary across the activities offered and across geographical areas. Expanding the number of ISW regional activities offered across the global ISW community and ensuring ongoing professional development opportunities are both essential to the sustainability of the program and to the quality of its outcomes.
2. Maintain communication with their ISW Team members and with other LRs regarding ISW activity, planning and documentation. The LRs will assist with cross pollination of ideas and will update records of ISW and FDW activity.
3. Provide formative feedback and suggestions for improvements for any services and activities offered. In addition, co-leaders of specialized or new ISW events and activities will provide brief documentation that can be shared across the Network to assist others to undertake similar tasks in the future.
4. Volunteer to undertake tasks associated with the 6 clusters of Network activity identified in the ISW Sustainability Plan. See <https://iswnetwork.ca/isw-sustainability-plan/>.

5. Provide feedback and advice as needed to the ISW Network Executive Team, the ISW International Advisory Committee and Network project teams regarding Network activities, handbooks, professional development, and trends in post secondary education.
6. Complete the online LR registration form available at <https://iswnetwork.ca/contact/local-representatives/> Contact information (name, email, location and affiliation) will be displayed in the listing of LRs on the ISW Website. Each LR will need an account on the ISW Website to access materials in the password-protected area and to post on the Website, and will need to subscribe to the ISW Listserv.

Independent ISW Facilitators and FDW Trainers

We anticipate there will be a number of independent ISW Facilitators and FDW Trainers who wish to participate in this Local Representative initiative. Independent facilitators and trainers will have been members of an ISW Team, but are now at an institution or organization that doesn't offer ISW, are serving as independent consultants, and/or are retired but still interested in the ISW Network. Independent facilitators and trainers may liaise with local ISW Teams and with other independent facilitators and trainers to assist with the coordination of regional ISW services and professional development activities. As mentioned previously, in some areas, independent ISW Facilitators and FDW Trainers may decide to form an informal group and identify their own Local Representatives.

Upcoming ISW Work Bee June 7 – 10th 2020

An ISW Work Bee will be held **June 7 – 10th 2020** at Edenvale Centre in Abbotsford, British Columbia. See <https://iswnetwork.ca/events-3/>. This time will be used to identify and support people willing to assume responsibility for tasks associated with the 6 clusters identified in the ISW Sustainability Plan. Time will be spent building connections amongst those working on identified tasks to move Network projects forward in a more timely fashion than we have been able to accomplish so far. We invite LRs and others working (or willing to work) on specific Network projects to join us. Please let us know what information we might provide to help you secure institutional/organizational funding to attend.

Please contact any member of the ISW Network Executive Team at the email addresses listed at <https://iswnetwork.ca/about/executive-and-committee/>.

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