

Institutional Representatives Role and Responsibilities

(Approved 2019; updated 2024)

Science Atlantic is a federally incorporated not-for-profit and [registered charity](#) comprising [18 post-secondary institutions](#) with a mission to grow and connect the post-secondary science communities in Atlantic Canada. As the Institutional Representative for your institution, you are one of 18 voting members responsible for the direction and legal/financial health of Science Atlantic.

Your Role

1. As a Member of the Science Atlantic Governing Body:

- Support the mission and activities of Science Atlantic
- Understand your role as an owner of the organization, and participate in decision-making to meet Science Atlantic's legal and financial responsibilities
- Uphold the [Membership Code of Conduct](#) and [Student Support Philosophy](#)
- Exercise your vote as your institution's representative with diligence
- Participate annually in the Annual Members' Meeting (November); host this meeting once every 10-15 years
- Annually elect a Board of Directors to carry out the work of the membership
- Participate in Strategic Planning
- Act as an ambassador to share information about Science Atlantic with administrators, faculty, students, and potential partners and sponsors

2. In Support of Division Committee Representatives:

Science Atlantic has [10 discipline-specific and interdisciplinary Divisions](#). A faculty member from each relevant discipline is selected by the institution to be a representative to that Division.

- Ensure that Department Chairs are aware of Science Atlantic and the duties of their department's Science Atlantic representative
- Ensure that Department Chairs support their Science Atlantic representative in fulfilling their Science Atlantic duties; this may include financial support for travel to conferences, accommodation of time required, and recognition of service contribution
- Ensure representatives for each relevant Science Atlantic Division are in place and that the Science Atlantic office is [informed of changes](#)
- Host an annual meeting for Science Atlantic Division reps to discuss their roles and responsibilities and to share Science Atlantic news; consider including Department Chairs
- If necessary, work with Science Atlantic to determine a course of action regarding Membership Code of Conduct issues

3. In Support of Science Atlantic Conferences and Conference Organizers:

- Financial support, as feasible, for students to attend Science Atlantic conferences
- When a conference is hosted by your institution:
 - Provide feedback on conference planning progress and challenges
 - As needed, advocate for campus meeting room spaces, financial services accounts, and other in-kind support from the host institution
 - Review progress in the Conferences Scorecard provided by Science Atlantic
 - As possible, provide financial support for events hosted on their campus (suggested contribution minimum: \$1,000; based on IR discussion 2019)
 - Provide assistance (financial, advocacy, advice) in the case of a deficit based on costs that were not included in the approved conference budget