

## **VRA AFFILIATE REPRESENTATIVES AND RELATED ORGANIZATION REPRESENTATIVES CHARGE**

To participate in the activities of the assigned VRA affiliated organization or specially designated related organization, insure steady communication between the two, and seek collaborative opportunities.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Affiliate and Related Organization Representatives are appointed by the VRA Executive Board. The term of appointment is two years (with the possibility of renewal upon request). Annual reports to the VRA Board are required (the Board reserves the right to request a Mid-Year report, but it is not automatically required). Regular communication to the VRA membership and Board via the Public Relations & Communications Officer and/or VRA's communications channels is expected. Because appointees represent the interests of the VRA and need to be actively involved in the assigned affiliated or related organization, the following minimum requirements apply:

- 1) active membership in both VRA and the assigned affiliate organization, and
- 2) the ability to attend the annual conferences of both organizations (or designate other VRA members to represent VRA).

Affiliate representatives should strive for fulfilling the following duties, as applicable to the given affiliate organization:

- inform the VRA Board about important affiliate activities, issues, or action items;
- insure that the affiliate organization knows who the VRA representative is and provide contact information;
- work with the VRA Board to keep current information about VRA on the affiliate's web site or in their directories and update information about the affiliate on the VRA web site;
- send periodic updates on affiliate news and activities to the VRA-L and post VRA news and publicity to the affiliate's Listserv (or use other communication channels);
- post affiliate news to VRA's publications and through communication channels and/or consider articles about the affiliate relationship and activities for the VRA Bulletin or for any of the affiliate organization's publications;

- share information about the benefits of VRA affiliation with the affiliate organization. Negotiate the set of benefits that works best for both organizations based on the general list and obtain Board approval. Insure their president (or designate) is provided with a complimentary VRA membership, likewise communicate any such benefits the affiliate provides to the VRA Board and membership;
- send calls for the affiliated organization's conference proposals to the VRA membership;
- facilitate VRA participation in the affiliated organization's conference by taking responsibility for organizing sessions, business meetings, SIGs, poster sessions, etc. or designating other VRA members to do so;
- attend affiliated organization's conference or designate other VRA members who can facilitate VRA activities, attend meetings, and/or report back;
- consider participating in affiliated organization's committees, task forces, SIGs, etc. as appropriate or encourage other VRA members to do so;
- send the VRA call for conference proposals to the affiliated organization and remind them that they may submit conference proposals to VRA for sessions, business meetings, or SIGs as well as propose tours;
- remind affiliate organization that reciprocal conference registration at the VRA member rate is available to their members as soon as VRA conference registration opens with multiple reminders about deadlines;
- provide VRA membership or other information to the affiliate organization for distribution at the conference and let them know that they may do the same at the VRA conference;
- attend regional affiliate meetings/workshops and remind their members that they may often obtain the VRA member rate for such VRA activities, share such reciprocal opportunities with VRA regional Chapters;
- facilitate the exchange of annual membership lists or other such information and advertising opportunities in publications or on web sites, as appropriate.

An Affiliate Representative may seek partial reimbursements of up to \$50 per fiscal year to help subsidize the cost of affiliated organization membership. Partial reimbursement applies to an individual's next renewal of membership to the organization to which s/he is an appointed representative. Reimbursement requests must be made in writing within 30 days of membership payment by submitting a reimbursement request form and documentation verifying payment to the VRA Treasurer.