



## MPSEOC | Montana Colleges | *Outline of Institution Representative Role*

- 1. Maintain and update your campus's profile by logging into MontanaColleges.com** | *Check quarterly*  
<http://www.montanacolleges.com/colleges/college-institution-directory.php>
- 2. Voting in elections** | *Annually and As Issues Arise*  
<http://www.mpseoc.org/elections.html>
  - a. Voting annually in Board of Director elections
  - b. Voting on general topics
- 3. Updating information on MPSEOC.org** | *Check quarterly*
  - a. Adding your institution representative photo and campus's logo  
<http://www.mpseoc.org/institution-representatives.html>
  - b. Maintaining and submitting changes to membership directory (your admissions office team)  
<http://www.mpseoc.org/mpseoc-member-directory.html>
- 4. Submitting your campus updates for social media, MPSEOC Counselor Newsletter, and our websites** | *Ongoing*
  - a. MPSEOC | Montana Colleges is here to promote your campus in any way that would be beneficial to you. Please feel free to submit information about academic programs, prospective student events, campus expansions, or anything else for which your campus might want extra promotion. If you do not share posts, we will share posts that are already being promoted on your social media channels and website to help expand your reach.
  - b. Please follow the MPSEOC | Montana Colleges *Guidelines for Impartiality* in submitting your updates.  
  
**\*Note** / Please join our Facebook group. Use it as a space for connecting with other reps, sharing resources, and advising one another. MPSEOC | Montana Colleges will also be posting resources periodically.
- 5. Attendance at and feedback of Annual MPSEOC Events** | *(recommended, not required)* | *Dates Noted Below*
  - a. Summer Conference (*August*)
  - b. College Fair Circuit (*September*)
  - c. Counselor Update (*October/November*)
  - d. Tribal College Fair Circuit (*Winter/Spring*)
- 6. Attendance at periodic meetings that the Board of Directors or Institutional Representatives deem important**  
| *As Needed/As Issues Arise*
- 7. Keep our database of campus quick facts and programs updated** | *Check twice annually*
  - a. "Academic Programs and Institution Information" database in progress