

## Roles and Expectations of State Coordinators

The state coordinator is a key leader of the ACE Women's Network in her state. Each state network is expected to select a state coordinator and to forward her name to the director of the Inclusive Excellence Group. Selection as state coordinator is typically based on the coordinator's previous administrative experience and her clear commitment to women's issues in higher education as well as her involvement with the respective state network. Most often, the coordinator has served over a period of years as a member of the state network's governing body and has been nominated for this position by the members of the state network. Members of the Women's Network Executive Council or one of the state's presidential sponsors may also nominate women to serve as state coordinators.

Notification of the selection of a state coordinator should be forwarded to the director of the Inclusive Excellence Group. The director will formally acknowledge the state coordinator. In addition, the director will write the college or university president of the campus on which the woman serves, acknowledging the honor and outlining the responsibilities of the state coordinator's position.

The expectations of the state coordinator are as follows:

- Serve as the liaison between her state, IRs, the staff of the Inclusive Excellence Group, and members of ACE WNEC.
- Ensure that the list of minimum requirements for state organizations to participate in the ACE Women's Network is fulfilled.
- Use the State Coordinators' Handbook as a guide for operations.
- Provide regular communication with the WNEC liaison.
- Provide leadership to the state planning committee or executive board.
- Support the mission, vision, and core principles of the ACE Women's Network.
- Support programs of the ACE Women's Network.
- Attend the annual State Coordinators' Conference held in conjunction with the ACE Annual Meeting.
- Assure bylaws are established, reviewed, or revised as appropriate.
- Identify and nominate women to participate as IRs, presidential sponsors, or members of the state planning committee or WNEC as needed.
- Recognize the value of the work done by the IRs by publicly citing their work where appropriate.
- Inform ACE's Inclusive Excellence Group and her network's WNEC liaison of any changes in leadership.