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### Introduction to UArctic

[University of the Arctic \(UARctic\)](#) is a network of universities, colleges, research institutes, and other organizations concerned with education and research in and about the North.



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### Role and Responsibilities

The main role of an Assembly Representative is to promote [University of the Arctic \(UARctic\)](#) and its activities within their respective home institutions. Member representatives also have a responsibility to:

- Identify the needs and potential for greater UArctic involvement;
- Facilitate the expansion of UArctic contacts and networking;
- Ensure that key UArctic messages and requests (e.g. nomination calls, notices for membership fee payment) are followed up at the institution;
- Communicate decisions and announcements to the home institution;
- Make decisions on behalf of the home institution at annual meetings of the Assembly; and
- Participate in UArctic's governance through elected positions (Officers, Committee Chairs, and members, etc.)

If you are a new Primary Assembly Representative here are some steps you can take to ensure you are engaged with UArctic:

- **Update your member profile:** Member profiles provide a comprehensive overview of your institution, highlight its Arctic expertise, and show how your institution contributes to Arctic higher education and research. To edit your member profile, contact the Secretariat ([secretariat@uarctic.org](mailto:secretariat@uarctic.org)) and we'll send you a link to your member profile update form. Update your [contact information](#) to ensure smooth communication.
- **Schedule an Engagement Session:** Fill in the [form](#) to book a video call to learn about how you can better engage your institution.
- **Regularly Send in News Articles:** [News stories](#) are the best way to show the impact of your institution's work and share information about activities. You can draw attention to your institution's highlights and experiences, and promote events, publications, and opportunities for researchers and students. To post news stories to the UArctic News, send a short text (or web link) and any related images to [secretariat@uarctic.org](mailto:secretariat@uarctic.org).
- **Keep a list of Arctic Researchers and Projects:** Make sure you have your own contact list of researchers who are involved in Arctic studies and projects to keep informed and up-to-date on funding calls, UArctic events, and collaboration opportunities.
- **Organize a UArctic display:** Organize the display/stand as part of an existing international event at your institution or in your region. Request promotional materials such as brochures, leaflets, and more from us via [secretariat@uarctic.org](mailto:secretariat@uarctic.org).
- **Create a UArctic information page on your institution's website:** It allows local faculty, staff, and students to find ways to be engaged in UArctic activities and generally promotes your participation in the network. All members should at minimum link to [www.uarctic.org](http://www.uarctic.org) from their website.
- Sign up for the UArctic [Newsletter](#) and Bulletin: disseminate relevant information to your institution.
- **Download the Succession Planning Guide and Checklist:** The [website](#) has promotional materials.

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### Contact Information

Membership Engagement Coordinator: Natalia Nikolaeva - [natalia.nikolaeva@uarctic.org](mailto:natalia.nikolaeva@uarctic.org)

Canadian Membership Engagement Coordinator - Lisa Goulet - [lisa.goulet@uarctic.org](mailto:lisa.goulet@uarctic.org)