

ICCCA Campus Representatives

Job Description

The Illinois Council of Community College Administrators (ICCCA) has established a communication network among the colleges so that information that is disseminated from the ICCCA Executive Committee to each of the 49 community colleges in the state is either mailed directly or sent through the campus representative. This saves mailing costs and allows an efficient two-way communication capability. Campus representatives are volunteers, and their duties include the following:

1. Distribute information to administrators on campus. Including the ICCCA promotional brochure, newsletters, conference information, legislative alerts and the annually published directory of administrators.
2. No later than October 15 of each year, check to see that the ICCCA Secretary has been provided a current list of administrators to be included in the directory. This list is handled through the president's office and is often approved by the president. This list is the official membership list for ICCCA and is printed in the annual ICCCA Directory.
3. Provide information about ICCCA to new administrative hires, or answer or refer questions on ICCCA.
4. Inform professional and technical staff (who may not be in the directory) of appropriate conference and commission activities.

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