



Interstate Passport® Passport Review Board Member Role and Expectations

Role and Expectations of Passport Review Board Members

The Interstate Passport Network (IPN) is governed by the Passport Review Board (Board), the policymaking body with responsibility for overall direction of the Network and Interstate Passport® program.

There are two types of delegates that serve on the Board.

- i. **Passport State Facilitators.** Members of the Network in each state shall appoint one Passport State Facilitator to represent their interests on the Passport Review Board. This individual casts the sole vote for participating institutions in the respective state on all matters brought for a vote. The Passport State Facilitator also serves as the primary channel for all official communications between the state's participating institutions and organizations and the Passport Review Board. Individuals in the role of Passport State Facilitator serve on an ongoing basis until replaced by a new representative selected by members in their respective state.
- ii. **At-Large Delegates.** The Board may invite individuals with special expertise in higher education and other areas to serve on the Board for a two-year renewable term. At the time of appointment, the at-large delegates may not exceed 50 percent of the Board's composition.

Under its broad responsibility for overseeing the management of the Network and the Interstate Passport program, the Board has specific duties and functions. Those duties and functions considered to be among the most important can be found in the Interstate Passport Bylaws starting with Article III.

In addition, members of the Passport Review Board establish policies and procedures for participation in the Interstate Passport; review academic progress data from participating institutions and recommend appropriate actions; publish an annual report on the status of the Interstate Passport; recommend new directions for research and operations; and make recommendations on matters associated with the business and sustainability plan.

The Board meets face-to-face at WICHE in the first quarter of each year or at other times and locations as determined by the group. Conference calls are scheduled as needed throughout the year.