

GUIDELINES FOR AEGIS PLENARY REPRESENTATIVES

Each AEGIS member institution is represented by one person in the AEGIS Plenary, who should be formally appointed and/or recognized as such by the institution.¹

The **role and responsibilities** of an AEGIS Plenary Representative are outlined below.

1. Active participation in half-yearly AEGIS Plenary meetings.
2. Act as a bridge between AEGIS as an association, and one's own member institution:
 - Ensure representation of the interests, concerns and contributions of one's own member institution to the Plenary and Board
 - Share all relevant information and inputs from the Board and Plenary to one's own member institution in relevant fora
 - Share Plenary meeting minutes with relevant colleagues and/or place key issues on the agenda of relevant institutional meetings
3. Occasionally provide or coordinate input from other colleagues, for the AEGIS Website related to one's own member institution, including:
 - Timely updating of own Member page
 - Provision of required content for different AEGIS Website sub-pages – including input related to research-related events, opportunities, publications, Africa/African Studies teaching activities, and so on
 - Coordination of input for Member feature in the Spotlight space on the homepage, in collaboration with the AEGIS Website and Communications Coordinator (WCC). This will only be needed once every few years.
4. Initiate and/or support AEGIS-identified activities through one's own member institution, if possible in collaboration with other relevant partners (especially with African institutions) every 2-3 years. (This could be a conference, workshop, seminar, lecture, book launch, and so on, in person or online. It could also entail initiating a Collaborative Research Group (CRG).)
5. Wherever and whenever appropriate, promote AEGIS and its activities in relevant fora (in person or online), including among other colleagues at one's own member institution.
6. Ensure timely and comprehensive handover to any newly appointed Plenary representative.

¹ A substitute person ought to be identified to stand in for the Plenary Representative if they are unable to attend relevant meetings or respond to key requests. The name and contact details of the substitute should be provided to the AEGIS President (currently Amanda Hammar: aha@teol.ku.dk). Any change in Plenary Representation should also be communicated to the AEGIS President.