

# NIRSA Board of Directors Annual Director

## Position Description, Qualifications, Timeline

The National Intramural-Recreational Sports Association is a dynamic organization committed to be recognized internationally as the leader in recreation within higher education, dedicated to excellence in student and professional development, education, research and standards. NIRSA's commitment, creativity and strategic partnerships are consistently demonstrated through outstanding programs, facilities and services.

As such, the leaders of the Association are expected to be knowledgeable about current issues in campus recreation and matters of the Association, as well as to be forward thinking team members.

All corporate powers of the Association shall be exercised by or under the authority of the board of directors and the affairs of the Association shall be managed under the direction of the board of directors. General duties of the Board of Directors include the development of the strategic map, serving as the sole shareholder of the NIRSA Services Corporation, and exercising the fiduciary and legal duties in fiscal oversight of the NIRSA budget and evaluative oversight of the Executive Director, consistent with the Executive Director's employment agreement. All members of the Board of Directors will have the following duties and functions but are not limited to:

1. Act in the best interests of NIRSA.
2. Attend and participate in all meetings of the Board of Directors, regardless of type and medium.
3. Manage the requirements of a volunteer leader with the expectations associated with one's primary job responsibilities.
4. Participate as committee member to NIRSA Standing Committees, as assigned.
5. Participate as a liaison or board member to other parts of the NIRSA governance, as assigned, including, but not limited to: NIRSA Foundation, NIRSA Research Institute, NIRSA Services Corporation, and the Member Network.
6. Convene and preside over Assembly Meetings (one Director will be appointed to serve as the Chair of the Assembly each year).
7. Represent the Board of Directors at various NIRSA functions, as appropriate.
8. Receive, consider, and make appropriate approvals of:
  - a. All new or revised proposed policies for compliance with the Bylaws and the Policy & Resource Manual.
  - b. Proposed annual operating budget received from the Finance Committee.
  - c. Proposals submitted that would be supported by the reserve accounts.
  - d. Recommendations for Emeritus and Honorary memberships.
9. Act in the best interest of NIRSA in all matters relating to NIRSA's wholly-owned subsidiary NSC.

Board members serving in the Annual Director position may have a duty or function, based upon a specific skill or due to a specific need of the association during the term of office.

To accomplish the duties and functions of the Annual Director position, appropriate funding within the NIRSA annual operating budget will be available.

## **Term of Office**

The Annual Director serves a one (1) year term. NIRSA Bylaws (Article 3, Section 2E) limits the Annual Director to no more than two (2) consecutive terms.

## **Minimum Qualifications**

Minimum Qualifications necessary to serve as Annual Director on the NIRSA Board of Directors:

- Current Professional, Professional Life, or Emeritus membership as well as five (5) prior years of membership
- Five (5) years in an administrative/management recreation position with progressively increasing responsibilities, and with at least 2 years in a collegiate setting including direct experience with:
  - budget development and budget accountability
  - supervision of full-time staff
- Service to the NIRSA in a volunteer capacity
- Commitment to continuing education through attendance at NIRSA professional development institutes or workshops (other than the annual conference)

## **Preferred Qualifications**

Preferred Qualifications to serve for office as the Annual Director:

- Exceptional oral communication skills as demonstrated by NIRSA presentations
- Excellent written communication skills
- Previous service on a nonprofit or for-profit board, and an understanding of how formal meetings are conducted including the use of Robert's Rules of Order and Parliamentary Procedures
- Demonstrated experience in strategic planning
- Ability to listen to differing viewpoints, process and analyze information, assess multiple factors, and facilitate a productive process in order to make informed and broad reaching decisions

## **Special Consideration**

If a member of the Student Leadership Team is considered, an exception to the minimum qualifications may be made.

## **Timeline**

NIRSA Bylaws (Article 3 Section 2E) states that no later than 30 days prior to the commencement of the Annual Conference the NIRSA Board of Directors shall approve an appointment made by the President Designee.