

NIRSA Board of Directors

Presidential Track

Position Description and Qualifications

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:

- Attend and participate in all meetings of the Board of Directors, regardless of type and medium
- Manage the requirements of a volunteer leader with the expectations associated with one's primary job responsibilities
- Participate as committee member to NIRSA Standing Committees, as assigned
- 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
- Convene and preside over Assembly Meetings (one Director will be appointed to serve as the Chair of the Assembly each year)
- Represent the Board of Directors at various NIRSA functions, as appropriate
- Approve all new or revised proposed policies for compliance with the Bylaws and the Policy and Resource Manual
- Approve the proposed annual operating budget received from the Finance Committee
- Approve proposals submitted that would be supported by the reserve accounts
- Receive, consider, and make appropriate recommendations on Emeritus and Honorary memberships

Specific leadership roles of the Presidential Track positions include but are not limited to:

- Serve as the spokesperson for the Association
- Serve as Chair of the Board of Directors

- Convene and preside over the Board of Director Meetings and the Annual Business Meeting
- Serve as the Master of Ceremonies for the General Sessions and the Honor Award Banquet in conjunction with the Annual Conference
- Serve on the NIRSA Board of Directors Personnel Committee for the Executive Director
- Attend and participate in various CHEMA-related activities, as assigned
- Prepare and deliver an annual report to the membership
- Coordinate the annual NIRSA Summit, along with the Chair of the Foundation Board of Directors, President of the NIRSA Services Corporation, and the Executive Director

To accomplish the duties and functions of the Presidential Track positions, appropriate funding within the NIRSA annual operating budget will be available.

Term of Office

Presidential Track Directors are elected to a three-year term. Board members serving in the Presidential Track serve the first year as the President Elect, the second year as the President Designee, and the third year as the President.

Minimum Qualifications

Minimum Qualifications necessary to stand for office in the Presidential Track:

- Current Professional, Professional Life, or Emeritus membership as well as 5 consecutive years immediately prior
- 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 NIRSA in a volunteer capacity
- Commitment to continuing education through attendance at a variety of NIRSA professional development offerings (other than the annual conference)

Preferred Qualifications

Preferred Qualifications for standing for office in the Presidential Track:

- Exceptional oral communication skills as demonstrated by NIRSA presentations
- Excellent written communication skills as demonstrated by responses to required questions
- Previous experience on a 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
- Demonstrated knowledge of current issues and trends in higher education
- 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