

# **NIRSA Member Network**

## **Regional Representative**

### **Position Description**

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.

The Member Network is the primary vehicle for communication, constituent representation, networking and student/professional development. The Network Regional Representative position will have the following duties and functions, but are not limited to:

- Develop goals and objectives for the region that not only meets its needs but also aligns with the strategic direction of NIRSA
- Appoint and mentor State and Provincial Directors
- Facilitate selection of regional representatives to serve on the National Nominations and Appointments Committee
- Implement and facilitate the development of a Regional Network Communication Plan to initiate and strengthen connections with Recreation Sport Management professionals at all institutions in the Region, including those that have been inactive or unaware of the benefits of NIRSA.
- Advocate for needs of the Region and its members on a National level
- Identify programs, professionals and students in the Region that are contributing to the NIRSA mission and in need of recognition and development in a broader scope
- Oversee state/provincial and regional workshops hosted within the respective region, to include ensuring budgets are submitted and NIRSA policies are adhered to.
- Conduct regional business meetings at national conferences. Conduct business meetings or facilitate information sessions at state/provincial and regional conferences as necessary.
- Assist with other duties related to the development and maintenance of the Member Network

- Make necessary NIRSA Member Network Regional Representative Election announcements to Regional professionals members as required by the documented Election Process
- Focus on creating strong member communication and is “in tune” with the region, including the demographics, trends and demands of students and professionals
- Remain fully knowledgeable of NIRSA, what is offered to its members and communicate to the Region
- Maintain a working relationship and constant communication with Regional Student Representative
- Communicate with other Member Network representatives to create synergies between the Regions
- Attend and represent the Region at regional and state/provincial conferences and other NIRSA functions
- Create and enhance a sustainable process to prepare incoming Network Regional Representatives and State/Provincial Directors for their new roles
- Responsible for managing the Region’s contingency fund per NIRSA guidelines.

To accomplish the duties and functions of a Regional Representative, appropriate funding within the NIRSA annual operating budget will be available.

#### Term of Office

The NIRSA member serving as the Network Regional Representative is elected by majority vote through the Regional Representative Elections Process initiated and conducted by the Regional Nominations and Appointments Committee. Term of appointment is two years, with Regional Representatives for Regions I, III and V elected in odd years and II, IV and VI elected in even years.

#### Minimum Qualifications:

- Current Professional, Professional Life, or Emeritus NIRSA Member for at least two consecutive years by the time of the election
- Employed and a resident of the Region she/he is representing for at least two consecutive years
- Candidate cannot serve as a member of the NIRSA Board of Directors, Foundation Board, NSC Board, The Assembly, or either of the two standing committees (Finance or Nominations & Appointments) while serving on the Member Network

#### Preferred Qualifications:

- Demonstrated active involvement in the Region
- Commitment to student and professional development
- Demonstrated communication skills