



# Collegiate Recreational Sports Professional Registry Commission

*Approved by NIRSA Board December 1, 2009*

## **Structure & Qualifications**

The Collegiate Recreational Sports Professional Registry Commission (Commission) membership has five (5) members with the following composition:

1. Three (3) NIRSA Professional Members:
  - a. Must have extensive and varied experience in Collegiate Recreational Sports
  - b. Master's degree preferred
  - c. Graduate of the National School of Recreational Sports Management School (Level 2) or equivalent professional development experience
  - d. Registered on the Professional Registry (note: initial Commissioners must meet minimum requirements for acceptance to the Professional Registry)
2. One (1) faculty member in recreation or an allied field (this Commissioner may or may not be a NIRSA Professional Member) and registered on the Professional Registry (note: initial Commissioners must meet minimum requirements for acceptance to the Professional Registry)
3. One (1) Partner Organization Member (this Commissioner may or may not be a NIRSA Professional Member)
4. Three-year terms, staggered
5. Three (3) Commissioners constitute a quorum to conduct business
6. Commissioners are ineligible to serve on the NIRSA Board of Directors during their term on the Commission

## **Additional Considerations**

1. The Commission Chairperson will be determined by Commission members and serve as Chairperson for a one (1) year term
2. There are no term limits for Commission Chairperson
3. There are no term limits for Commissioners
4. At least one Commissioner (perhaps the faculty member) ought to be knowledgeable about program assessment
5. All Commission face-to-face meetings will occur at the NIRSA Annual Conference; otherwise, all regularly scheduled Commission meetings will occur via teleconference
6. NIRSA staff will facilitate administration and operation of the Registry and Commission (see details listed under '**NNC Staff Functions**' below)

## **Appointment Process**

1. The Commission will conduct an annual recruitment and review of eligible persons to fill vacant Commission positions
2. Provide NIRSA Board of Directors with names of recommended Commissioners for affirmation in advance of each Commission term
3. Commission term is July 1 – June 30
4. Initial Commission terms are:
  - i. NIRSA Member – 3 year term
  - ii. NIRSA Member – 2 year term
  - iii. NIRSA Member – 1 year term
  - iv. Faculty Member – 3 year term
  - v. Partner Organization Member – 2 year term
5. After initial Commissioner terms, each position continues as a three-year term

## **Commission Roles & Responsibilities**

1. Provide official approval of all applications to Professional Registry
2. Provide ruling on applications that contain extraordinary items
3. Periodically review and update criteria for application to the Professional Registry
4. Periodically review CEU criteria and set policies for allowance of exceptions
5. Provide ruling on exceptions to Professional Involvement Credits (PIC)
6. Periodically review and update approved list of Professional Involvement Credits (PIC)
7. Periodically review Collegiate Recreational Sports core competencies to keep pace with evolution of professional practice
8. Establish procedure for an application and renewal appeals process
9. Conduct regular program assessments and revise policies and procedures, as required
10. Conduct an annual recruitment and review of Registered Professionals to fill vacant positions on the Commission; provide NIRSA Board of Directors with names of recommended Commissioners for affirmation
11. Provide Annual Report to NIRSA Board of Directors

## **NNC Staff Functions**

NIRSA staff will facilitate administration and operation of the Registry and Commission as follows:

1. Provide NIRSA National Center (NNC) staff liaison
2. Provide administrative support
3. Implement policies and procedures
4. Process initial and renewal applications
5. Collect fees for initial and renewal applications
6. Develop and implement database software
7. Issue application/renewal certificates (or similar recognition)
8. Provide record of CEUs to participants following all NIRSA Annual Conferences, Institutes, Symposia, and Online Education Events
9. Promote the Registry to collegiate recreational sports practitioners
10. Prepare and administer annual operating budget
11. Collaborate with Commission, NIRSA Board of Directors, and other NIRSA volunteer leaders and stakeholders to extend CEUs to NIRSA regional and state conferences and workshops