

IIRSA Committee Charges

STANDING Committees

Bylaws and Operating Code

- Review to maintain and update IIRSA Bylaws and Operating Code
- Work with the Assistant State Director to solicit input from the membership
- Develop text for proposed Bylaw amendments
- Submit proposed amendments to the membership 30 days prior to the scheduled business meeting
- Present proposed amendments to the membership at the scheduled business meeting for discussion and vote

Nominations and Elections

- Administer the nominations and elections processes of the IIRSA.
- Review and update the nominations and elections procedures of the IIRSA
- Make recommendations for improvements as needed, rewrite if necessary
- Pursue viable candidates for the offices of State Director, Assistant State Director and Treasurer
- Select a slate of candidates and create the ballots for elections

State Workshop

- Attend “How to Plan a Workshop” at the NIRSA National Conference and/or read the manual on line at NIRSA.org
- Review recommendations and evaluations from the previous State Workshop
- Contact the NIRSA National Office for workshop planning and follow-up
- Submit proposed budget to the State Director and Region III Vice President
- Arrange accommodations and meeting space for attendees and guests
- Arrange meals and activities for attendees and guests
- Work with the State Director to publicize the workshop to the membership
- Identify and promote a theme for educational sessions and/or the guest speakers
- Solicit presentation proposals and/or guest speakers
- Develop program schedule
- Develop and print program materials and disseminate to membership
- Organize registration personnel and program monitors
- Make post workshop evaluations and recommendations for future state workshops
- Collaborate with next year’s workshop host

AD-HOC Committees

Student Scholarships

- Review application process and make recommendations for revision when necessary
- Work with the Assistant State Director to market and publicize the program
- Distribute applications to Institutional and Student members
- Conduct the review and selection process
- Work with the State Director and Treasurer to determine the award amounts and ensure reimbursement to the recipients

Finance

- Review dues structure and collection process
- Investigate new methods of generating revenue
- Collaborate with Treasurer to ensure appropriate record keeping

Social

- Organize and host the state social at the NIRSA National Conference
- Select day, time and location
- Coordinate the activity, meal and/or refreshments, raffle, entertainment, etc.
- Work with the State Director and Treasurer on budget
- Work with the Assistant State Director to publicize the event to past and present IIRSA members

State Extramural Tournaments (*newly appointed*)

- Solicit, collect, and select a host site for annual flag football and basketball extramural tournaments
- Assist host sites coordinating events
- Explore other extramural events

Membership Recognition

- Implement the IIRSA Recognition program
- Work with historian to establish an accurate record of membership and service to IIRSA
- Determine form of recognition for IIRSA members who have served consecutive years of service at 5, 10, 15 and 20 years.
- Distribute recognition awards to members annually at the state business meeting

Membership

- Develop an IIRSA welcome letter.
- Identify efforts to recruit membership from Junior/Community Colleges, 2 year and 4 year institutions, and Correctional Institutions.
- Report on IIRSA members that have retired, passed on, or changed employment location.
- Keep statistical records of membership; provide information to Treasurer and Member Recognition chair.
- Develop a scholarship program by working with the Treasurer for one professional from a member or non-member school to attend the IIRSA or NIRSA conference.