

# **NIRSA Member Network**

## **Regional Representative**

### **Position Description**

The Member Network is the Association's primary vehicle for communication, member representation, networking, and student/professional development.

#### **Term of Office**

The NIRSA member serving as the Member Network Regional Representative is elected by majority vote through the Regional Representative Elections Process, which is initiated and conducted by the Regional Nominations and Appointments Committee. Term of appointment is two years, beginning May 1 with Regional Representatives for Regions I, III, V and Canada elected in odd years and II, IV and VI elected in even years.

The Member Network elects a "Chair" from the three or four Regional Representatives that are just concluding their first year of service. This individual assumes the role of "Vice Chair" during their second year as a Regional Representative and **serves a third year** on the Member Network, as the Chair, not representing a region.

#### **Minimum Qualifications:**

- Current Professional, Professional Life, or Emeritus NIRSA Member for at least two consecutive years by the time of the election
- Employed in and/or 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

Member Network Regional Representatives will fulfill their roles in good faith, including but not limited to the following duties and functions:

**Monthly Responsibilities**

- Lead and coordinate the work of the Regional Leadership Team.
- Be present and engaged in Member Network meetings, including monthly videoconferences and face-to-face meetings that occur during the Annual Conference and in the summer.

**Regional Responsibilities:**

- Maintain a working relationship and constant communication with corresponding Regional Student Leader.
- Advocate for needs of the Region and develop goals and objectives that both meet its needs and align with the strategic direction of NIRSA.
- Appoint or facilitate elections for State and Provincial Directors as required by the documented regional elections process.
- Implement and facilitate the development of a Regional Member Network Communication Plan to initiate and strengthen connections with collegiate recreation professionals at all institutions in the Region, including those that have been inactive or are unaware of the benefits of NIRSA.
- Focus on creating strong member communication and remain “in tune” with the region, including its demographics, trends and the demands of its students and professionals.
- Identify programs, professionals and students in the Region that are contributing to the NIRSA mission and in need of broader recognition and development.
- Work with regional planning committee members and provide support to committee for regional conferences. Support planning of state/provincial workshops hosted within the respective region, ensuring adherence to NIRSA policies.

**Association Responsibilities:**

- Collaborate with other Member Network representatives to create synergies between the Regions.
- Facilitate the selection of regional representatives to serve on the Nominations and Appointments Committee.
- Conduct regional Meetups at Annual Conference or facilitate connection sessions virtually or at state/provincial and regional conferences as necessary throughout the year.
- Make necessary NIRSA Member Network Regional Representative election announcements to regional professional members as required by the documented Election Process
- Attend and represent the Region at regional and state/provincial conferences and other NIRSA functions
- Create and enhance a sustainable process to prepare incoming Member Network Regional Representatives and State/Provincial Directors for their new roles
- Optimize member engagement by promoting a variety of local and association-wide volunteer service opportunities and assist in the implementation of the Association’s Membership Recruitment Plan as requested
- Remain fully knowledgeable of NIRSA and what it offers its members and communicate that value to the Region.

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

**In addition to the above, the Regional Representative that is elected\* to serve as Chair of the Member Network will have the following duties specific to their leadership role, which include but are not limited to:**

- Serve a ***third year*** on the Member Network as the Chair.
- Convene and preside over the Member Network Meetings
- Facilitate the development and implementation of goals and objectives for the Member Network that align with the strategic direction of NIRSA
- Represent the Member Network with the NIRSA Board of Directors and other Leadership groups as necessary.

*\*See above for the Chair Election process.*