

Position Description, Qualifications, and Competencies

NIRSA 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 collegiate 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 plan, serving as the sole shareholder of the NIRSA Services Corporation, serving as sole member of the NIRSA Foundation, exercise fiduciary and legal duties, 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

NIRSA Board of Directors

Position Description:

Endorsed by the NIRSA Board,
August 12, 2014 and updated
per bylaw approved on January
20, 2015.

- Participate as a liaison or board representative member to other parts of the NIRSA governance, as assigned, including, but not limited to: NIRSA Foundation and the Member Network
- Convene the NIRSA Assembly (one Director will be appointed annually to serve in this role)
- Represent the Board of Directors at various NIRSA functions and networking/outreach functions, as assigned
- 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

Board members may be assigned additional duties, including representing the Board of Directors in a specific role, during each year of the three-year term.

To accomplish the duties and functions of the NIRSA Board of Directors, appropriate funding within the NIRSA annual operating budget will be available.

In addition to the above duties, specific leadership roles of the President include but are not limited to:

- Serve as Chair of the Board of Directors
- Convene and preside over the Board of Director Meetings and the Annual Meeting of the Members
- Serve as the Master of Ceremonies for the General Sessions and the Honor Award Banquet in conjunction with the NIRSA Annual Conference
- Prepare and deliver an annual report to the membership
- Coordinate the annual NIRSA Leadership Summit, along with the President of the NIRSA Foundation Board of Directors, President of the NIRSA Services Corporation, and the Executive Director

Term of Office

At-Large and Presidential Track Members elected to the NIRSA Board of Directors serve a three-year term beginning on May 1. Board members elected to 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.

Qualifications and Competencies needed to serve on the NIRSA Board of Directors

- **Membership.** Current Professional, Professional Life, or Emeritus membership as well as 2 consecutive years immediately prior

- **Communication.** Ability to clearly and effectively articulate opinions and ideas as well as acclimate to the various audiences of NIRSA.
 - Presents ideas effectively, both in written form and verbally
 - Actively listens to seek clarification and understanding
 - Able to build consensus among diverse groups
 - Effectively manages differing opinions and difficult situations
 - Connects and communicates with NIRSA members formally and informally
 - Synthesizes information a variety of sources; communicates linked information in a cohesive way
 - Willing to serve as a voice for NIRSA

- **Strategic Thinking and Decision Making.** Ability to think conceptually, imaginatively, systematically, and opportunistically in alignment with organization's core purpose.
 - Stewards the Strategic Plan
 - Consistently applies core values to planning and decision making
 - Understands the difference between governance and management
 - Understands organizational structure, systems and processes to achieve goals; allocates work and resources to appropriate groups within the organization
 - Has an awareness of the organization as a whole as well as the complexity of its parts

- Able to prioritize, manage, and pace complex change
 - Able to identify emerging issues and trends and relate them to organizational priorities
 - Able to provide leadership and direction of a large organization while remaining responsive to member needs.
 - Awareness of the current issues affecting higher education
 - Understands and applies the role of key performance indicators in successful decision making
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- **Critical Thinking.** Ability to actively and skillfully conceptualize, analyze, synthesize and evaluate information to inform decision making.
 - Able to analyze complex issues, conceive multiple solutions, evaluate options, and draw conclusions or solve problems.
 - Able to identify when additional information or expertise is necessary to make a good decision
 - Considers long-term outcomes when making decisions; defines success or desired outcomes
 - Has an independent mind and is curious
 - Is able to take a broad perspective
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- **Leadership.** Qualities or features that make someone distinctive in a positive and diverse way. Holds a high reputation in that capacity.
 - Able to lead with honesty, integrity and trust
 - Prepares well for board meetings – reads papers, seeks answers
 - Is willing to act on and remain accountable for board decisions
 - Acts on morals and values
 - Courage to pursue personal convictions
 - Has an independent mind and is inquisitive
 - Has a collaborative spirit
 - Ability to act as a team player
 - Has pride in the profession
 - Embraces the core purpose of NIRSA
 - Committed to seeing that NIRSA makes a difference
 - Can be objective about what is best for NIRSA, and our members

- Supports a flexible and learning organization; equipped for adaptive change
- Values diversity of perspective and inclusiveness
- Looks through a critical lens not a judgmental lens

- **Knowledge Competencies**
 - Understands fiduciary responsibilities as a Board member
 - Aware of latest business and management practices in the profession and higher education
 - Has a working knowledge of governance
 - Has a working knowledge of, or ability and commitment to quickly learn, the legal, accounting, and regulatory requirements affecting non-profit organizations
 - Understand the Board's responsibility to maintain a positive working relationship with the Executive Director, including effective and timely personnel evaluations.
 - Keeps up to date in developing knowledge and skills
 - Has a knowledge of own limitations and is prepared to ask for help