

NIRSA Member Network

NIRSA Student Leader

Position Description/Qualifications

NIRSA: Leaders in Collegiate Recreation 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. The Member Network is the Association's primary vehicle for regional recruitment, retention and engagement of campus recreation professionals and students, as well as communication, member representation, networking, and student/professional development.

Election Process and Term of Office

The NIRSA member serving as the NIRSA Student Leader is elected by majority vote of the student members. The term of the appointment is one year, beginning May 1.

Responsibilities of the Position

The NIRSA Student Leader's primary goal is promoting and facilitating student engagement within NIRSA. Duties and functions that contribute to this goal include, but are not limited to, the following:

- **Leadership Responsibilities**

- Serve as a leader to the entire student membership and potential new student members.
- Develop annual goals and implementation plan in conjunction with the Student Leadership Team (SLT) to achieve the student-specific tactics in NIRSA's Strategic Plan.
- Maintain a working relationship with the Regional Representatives and the Regional Student Leaders to promote synergies among the regions.
- Maintain a working relationship with the Past Presidents' Representative and Member Network Chair, who will serve as the NIRSA Student Leader's mentors.
- Identify and communicate with the Member Network Chair and Board of Directors Representative about goals/issues to be addressed by the NIRSA Board of Directors.
- Assist and support the Regional Student Leaders. In the absence of a Regional Student Leader, the NIRSA Student Leader will support the corresponding State/Provincial Student Leaders.
- Chair the Horace Moody Award Committee and appoint Regional Student Leaders to serve on the committee.
- Assist with the appointment of a replacement for any Regional Student Leader position that becomes vacant during the leadership year, per documented procedures.

- **Association Responsibilities**

- Articulate and promote NIRSA's mission and the value of membership.
- Ensure regular communication to student members through various forms of outreach, such as blog posts in the NIRSA Know or social media posts.
- Lead the planning of student networking and engagement events at the annual conference, in coordination with the entire Student Leadership Team and NIRSA Staff.

- Work with the Student Leadership Team to provide requested support for student professional development activities offered during the conference.
- If requested, submit a proposal on behalf of the Student Leadership Team for a student roundtable and/or educational session at the Annual Conference.
- Recommend student members for committee appointment.
- Serve on the Nominations & Appointments Committee and represent students on other committees or work teams as assigned.
- Effectively onboard Regional Student Leaders into their roles. Review onboarding processes annually to ensure leaders are effectively prepared for the roles and responsibilities.

- **Monthly Responsibilities**

- Schedule, facilitate, and prepare agendas and meeting notes for the monthly Student Leadership Team videoconference meetings.
- Actively participate in Member Network agenda planning meetings.
- Actively participate in Member Network videoconference meetings.
- Actively participate in the NIRSA Nominations and Appointments Committee meetings.

To fulfill these responsibilities, the NIRSA Student Leader is expected to represent member interests at the Annual Conference. Additional travel may be deemed necessary, if time, funding, and interest are available, to accomplish goals set by the Member Network. Optional events may include the Emerging Recreational Sports Leaders (ERSL) Conference.

Travel, Time & Funding Requirements

- Approximately 10-12 hours/month will be required for NIRSA-related responsibilities. Peak times include August-November and February-April.
- Travel requirements include:
 - Member Network leadership meeting (3 days) typically held in May/June at the upcoming annual conference host location.
 - Member Network meeting prior to Annual Conference, typically the day before the pre-conference events. Incoming representatives will be invited to pre-conference meetings for the Member Network, but travel funding does not begin until the term starts on May 1. Attendance is not required for incoming Member Network Representatives.
 - A regional conference or state workshop or the Emerging Recreational Sports Leaders (ERSL) Conference if interest and opportunity permit.
- To accomplish the duties involved with serving as the NIRSA Student Leader, appropriate funding within the NIRSA annual operating budget will be available. *
 - Covered by NIRSA:
 - Registration for the Annual Conference taking place during the NIRSA Student Leader's term (paid for directly by NIRSA)
 - Expenses for in-person Summer Onboarding Meeting
 - Flights and hotel accommodations are paid for directly by NIRSA
 - Per diem and ground transportation are reimbursed
 - Expenses for regional conference and/or the Emerging Recreational Sports Leaders Conference (annual allowance)
 - Registration and flights are paid for directly by NIRSA

- Hotels, per diem, and ground transportation are reimbursed
 - Access to videoconferencing account
- Covered by the NIRSA Student Leader's institution:
 - Travel/hotel/per diem expenses for Annual Conferences taking place during the NIRSA Student Leader's term
 - Minor office supplies/incidentals

*Funding for required Member Network travel is available through NIRSA's operating budget. No one should be deterred from serving due to lack of financial support from their institution. If funding expectations are a deterrent to running for this position, please reach out to Director Membership & Leadership, [Sarah Leskovec](#).

Professional Development

Service on the Member Network is one of many leadership opportunities in NIRSA. Member Network representatives have the opportunity to develop valuable professional skills in areas such as leading with influence, decision making, problem solving, conflict management and relationship building.

Minimum Qualifications:

- Any NIRSA student member in good standing for twelve months prior to election is eligible to serve as the NIRSA Student Leader.
- Students must be in good academic standing as defined by their institution.
- Must obtain institutional support.
- An elected individual is required to maintain their student status during a minimum of the fall term after they are elected to office. They must continue to be a NIRSA member throughout their term of office.