



Chair Application

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. NIRSA's commitment, creativity and strategic partnerships are consistently demonstrated through outstanding programs, facilities, and services.

Applications are currently being accepted for the chair of the 2018 Program Committee. This key leadership position will serve multiple years in a variety of roles. The selection committee will be comprised of three NIRSA Board of Directors, the NIRSA Senior Director, and Director of Professional Development.

The Program Committee Chair is critical to a successful Annual Conference. It is a three-year position, consisting of a year each as chair-elect, chair, and consultant:

- May 2016 - April 2017: Chair-elect serves as a committee member on 2017 Program Committee
- April 2017 - April 2018: Chair of 2018 Program Committee
- April 2018 - April 2019: Consultant to 2019 Program Committee

Responsibilities

The committee chair provides leadership to the Program Committee, which is responsible for the following:

- Ensuring excellence in the Annual Conference Program offerings by accommodating NIRSA's strategic goals, higher education elements, and professional core competencies with input from Program Committee, Host Committee, NIRSA Board of Directors, and NIRSA HQ staff.
- Working with the NIRSA Assistant Director for Event Management to make recommendations to the overall conference schedule
- Working with the NIRSA Professional Development staff to make recommendations to the overall conference content.
- Coordinating committee work to ensure Annual Conference timelines are met.
- Supporting promotional efforts to drive conference attendance

Please submit the information requested below and your résumé to **Kristen Gleason**, kristen.gleason@nirsa.org.

NIRSA Headquarters

4185 SW Research Way
Corvallis, OR 97333-1067

tel: 541-766-8211

fax: 541-766-8284

email: nirsa@nirsa.org

www.nirsa.org

**Required Field*

Specific Responsibilities & Anticipated Timeline

May-July 2017

During this period of time, Program Chair is responsible for convening committee members to:

- Review and become familiar with NIRSA Core Competency areas.
- Select invited and keynote speakers
- Determine educational session proposal review process. This includes developing appropriate review tool and recruiting qualified subject matter experts within the membership to serve as proposal reviewers.
- Actively recruit proposals for preconference workshops, educational sessions, and poster presentations
- Create and develop charges for related subcommittees and work groups

Please note:

**NIRSA Annual Conference receives over 200 proposals, requiring 60+ reviewers.*

**Program Chair will be expected to attend 2017 NIRSA summer leadership meeting (June) to participate in a 2018 conference site visit*

August-September 2017

During this period of time, the Program Chair is responsible for guiding the work of committee members to:

- Successfully review and select preconference workshops, educational sessions, and poster presentations.
- Recruit volunteer writers from NIRSA membership to submit articles to NIRSA Headquarters to use in the promotion of the 2018 Annual Conference

September-November 2017

During this period of time, the Program Committee Chair works collaboratively with NIRSA's Director of Professional Development to refine content and determine final educational content schedule for the 2018 conference.

January-April 2018

During this period of time, the Program Chair is responsible for convening Program Committee members to:

- Recruit and schedule session monitors for the Annual Conference
- Coordinate and staff the conference program table at the Annual Conference

April -May 2018

During this period of time, the Program Chair works collaboratively with NIRSA's Professional Development staff to review event evaluations and develop event debrief document to inform the Board and future Program Committee work.

*Required Field

Qualifications and Competencies

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

Membership Activity: Previous experience attending a NIRSA Annual Conference required. Previous experience serving as a NIRSA volunteer on a committee, work group, and/or commission is preferred.

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.

- Committed to stewarding a professional development experience that supports members' development in NIRSA's Core Competencies.
- Consistently applies core values to planning and decision making
- 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 work to meet event planning timeline requirements
- Able to identify emerging issues and trends in collegiate recreation and relate them to professional development opportunities within the association
- Awareness of the current issues affecting higher education
- Understands and applies the role of key performance indicators in successful decision making

Critical Thinking: Ability to actively and skillfully conceptualize, analyze, synthesize and evaluate information to inform decision making.

- Able to analyze data in the form of program evaluations, proposal review scores and comments, to help evaluate options, and make informed decisions regarding the acceptance of proposals.
- 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

**Required Field*

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 Program Committee meetings – develops and implements meeting agenda
- Is willing to act on and remain accountable for Program Committee decisions
- Acts on morals and values
- 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

- Awareness of NIRSA Core Competencies
- Awareness of adult learning theory
- Keeps up to date in developing knowledge and skills
- Has a knowledge of own limitations and is prepared to ask for help
- Application Procedure

Please submit the information requested below and your résumé to **Kristen Gleason**, kristen.gleason@nirsa.org.

**Required Field*

Applicant Information

Please fill out the following required information:

*First Name _____ *Last Name _____

*Business Mailing Address _____

*City _____ *State/Province _____ *Zip _____

*Day phone _____ *Email _____

Email addresses will be used for official NIRSA business only, and will not be sold to outside parties.

Questions

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What is your vision to ensure the excellence of the NIRSA Annual Conference (e.g., accommodating NIRSA's strategic plan, higher education elements, and professional core competencies)?

**Required Field*

Please describe relevant experiences that demonstrate your qualifications for this position (e.g., program experience with workshops/conferences, leadership skills, organizational skills).

Please describe a time when you were charged with leading a group effort to complete a goal. What strategies did you utilize to move the group forward? How was your effort successful? What would you do differently? In what ways was this a learning opportunity for you?

Thank you!

Please submit the above information and your resume to Kristen Gleason, kristen.gleason@nirsa.org.

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