

## **NIRSA Board of Directors**

### Position Description, Qualifications and Competencies

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.

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, exercising 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:

- Contribute to the development, oversee implementation, and steward the advancement of the strategic plan
- Participate in future focused, strategic, generative discussions that position the association to leverage opportunities and mitigate threats
- Use professional networks to engage NIRSA members to promote the association and keep pace with member needs
- Positively and proactively represent campus recreation and NIRSA among internal and external stakeholders through variety of mediums
- 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
- Participate as a liaison or board representative member to other parts of the NIRSA governance, as assigned, including, but not limited to the Member Network and the Assembly.
- 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 other governing documents
- Approve the proposed annual operating budget received from the Finance Committee
- Approve proposals submitted that would be supported by the reserve accounts
- 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.

## **Funding**

To accomplish the duties and functions of the NIRSA Board of Directors, appropriate funding within the NIRSA annual operating budget will be available. Funding for required Board travel is available through NIRSA's operating budget so that no one is deterred from serving due to lack of financial support from their institution; however, NIRSA will ask Directors to look to institutional funding for the NIRSA Annual Conference and their own regional conference. NIRSA will automatically fund all Board meetings and required non-NIRSA meetings.

## **Professional Development**

Service on the NIRSA Board of Directors is one of many [pathways into leadership](#) within this association. The strategic leaders who serve on the Board will have the opportunity to continue their development as professionals in areas such as decision making, problem solving, conflict management, financial management, and relationship building. Depending on specific assignments, Directors may attend specialized conferences to deepen their learning.

## **In addition to the above duties, specific leadership roles in the Presidential Track include but are not limited to:**

### **PRESIDENT ELECT**

- Serve as a member of the Nominations & Appointments Committee

### **PRESIDENT DESIGNEE**

- Serve as the chair of the Nominations & Appointments Committee
- Appoint committees for Presidential year
- Lead the annual performance review process for the Executive Director
- Recommend Annual Director(s) for Presidential year

### **PRESIDENT**

- 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 at the NIRSA Annual Conference
- Coordinate the Leadership Summit meetings: the Presidential tracks from NIRSA, the NIRSA Foundation, and NIRSA Services Corporation Boards, as well as the Chair and Vice Chair of the Member Network, Assembly Convener, and the Executive Director meet 6-10 times throughout the year for a Leadership Summit
- Represent the Association publicly (written, website, blog post, quotes in media) and at certain events (CHEMA, etc.) to strengthen NIRSA's position among key stakeholders.

All three members of the Presidential Track meet with the Executive Director 2-4 times/month for check-in meetings where the Executive Director can solicit feedback and provide updates on her work. It is estimated that, members in the Presidential Track can expect to spend approximately 15-20 hours/month on NIRSA Board work.

## **At-Large Directors**

At-Large Directors can expect to spend approximately 10 hours per month on NIRSA Board work. At-Large Directors will be assigned to serve as Board liaison to one or two NIRSA leadership groups. These assignments are determined based on both member skill set and association need, but may include groups such as the Member Network, Assembly, or Audit & Finance Committee.

## **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 members, who have held membership for no less than two consecutive years.

### **COMPETENCIES**

- **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
- **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
- **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

**NIRSA Strategic Plan**

NIRSA’s Strategic Plan can be found at: <https://nirsa.net/nirsa/about/strategic-plan/>