

NIRSA Member Network

Regional Representative

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 Member Network Regional Representative is elected by majority vote of the members in the corresponding region. The 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.

Responsibilities of the Position

The Regional Representative's primary goal is the recruitment, retention, and reengagement of members in their region as well as building relationships. Duties and functions that will contribute to this goal include, but are not limited to, the following:

- **Regional Responsibilities**

- With the assistance of regional leadership and input from NIRSA staff, establish specific regional goals and benchmarks for recruitment and retention of members in the region during the leadership year. Monitor progress and make adjustments to strategies when necessary.
- Advocate for the needs of the Region. Develop goals and objectives that both meet the Region's 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.
- Develop and implement a Regional 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 needs of its students and professionals.
- Identify programs, professionals and students in the Region that are advancing NIRSA's mission and would benefit the field to be recognized.
- Actively support regional conference planning committee(s). Ensure regional conferences are planned and executed using NIRSA's regional conference framework and policies. Actively support planning of state/provincial workshops within the region, ensuring adherence to NIRSA policies.

- **Association Responsibilities**

- Articulate and promote NIRSA's mission and the value of membership.
- Assist in the execution and assessment of NIRSA's membership recruitment and retention plans.
- Help innovate methods of recruiting prospective members and engaging current members.
- Optimize member engagement by promoting a variety of local and association-wide volunteer service and development opportunities. Remain fully knowledgeable of NIRSA and what it offers its members and communicate that value to the Region.

- Collaborate with other Member Network representatives to promote synergies between the Regions.
 - Collaborate with corresponding Regional Student Leader to plan and host Regional Meetups at the Annual Conference. Facilitate connection sessions virtually or at state/provincial and regional conferences throughout the year.
 - Attend and represent the Region at regional and state/provincial conferences and other NIRSA functions.
 - Effectively onboard Member Network Regional Representatives and state/provincial directors into their new roles. Review onboarding process annually to ensure leaders are effectively prepared for the roles and responsibilities.
 - Recruit and facilitate the selection of NIRSA Nominations and Appointments Committee members.
- **Monthly Responsibilities**
 - Lead and coordinate the goals of your Regional Leadership Team (State & Provincial Leaders or other regional committees).
 - Actively participate in Member Network meetings, including monthly video conferences and face-to-face meetings that occur during the Annual Conference and the Summer Member Network Meeting.
 - Oversee the composition and distribution of the regional newsletter.
 - Maintain a working relationship with the corresponding Regional Student Leader, providing guidance and support where needed.

In order to fulfill these responsibilities, the Regional Representative is expected to represent member interests at the Annual Conference and Regional Conference in their Region. 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 State/Provincial Workshops and the Emerging Recreational Sports Leaders (ERSL) Conference.

Travel, Time & Funding Requirements

- Approximately 8-10 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.
 - Regional conference or workshop in the corresponding region.
 - 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 Regional Representatives.
- To accomplish the duties involved with serving as a Regional Representative, appropriate funding within the NIRSA annual operating budget will be available. *
 - Expenses covered by NIRSA:
 - Registration for Annual Conferences taking place during the Regional Representative'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, regional student lead-on, and/or state/provincial workshop attendance (annual allowance per region)
 - Registration and flights are paid for directly by NIRSA.

- Hotels, per diem, and ground transportation are reimbursed.
 - Access to videoconferencing account
- Expenses covered by the Regional Representative's institution:
 - Travel/hotel/per diem expenses for Annual Conferences taking place during the Regional Representative'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 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:

- Must be a current Professional, Professional Life, or Emeritus NIRSA member for at least two consecutive years at the time of the election.
- Must be employed in and/or a resident of the corresponding Region for at least two consecutive years
- Must obtain institutional support.
- Candidate cannot serve as a member of the NIRSA Board of Directors, Foundation Board of Directors, NIRSA Services Corporation Board of Directors, NIRSA Assembly, or either of the two standing committees (Audit & Finance Committee or Nominations & Appointments Committee) while serving on the Member Network.
- It is recommended that candidates not hold another NIRSA multi-year executive position (i.e. NIRSA Champ Series Executive)

Preferred Qualifications:

- Demonstrated active involvement in the corresponding Region
- Ability to strategize ways to recruit new members, retain current members and create engagement.
- Commitment to providing opportunities for student and professional development
- Demonstrated communication and networking skills

Member Network Chair

The Member Network elects a Chair from the three or four Regional Representatives who are entering their second 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.

The 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.