



NIRSA Canadian - Coordinator, Logistics Position Description

The goal:

The **NIRSA Canadian Coordinator, Logistics**, will be members of the NIRSA Canadian Regional Leadership Team (CRLT) having the following duties and functions, including, but not limited to:

- Support the Canadian Region Leadership Team through coordinating meeting times (use of Doodle Poll);
- Creation and distribution of meeting agenda
- Administrative logistics during meeting (collation of notes, updating agenda, etc.)
- Administrative logistics of all CRLT communication (keeper of files; updating Google doc's and Asana)
- Assist MarComm Director with creation of communication letters
- Update CRLT terms of reference, job descriptions, etc.
- Provide logistic assistance with election (link with NIRSA HQ)

Term of Office:

The NIRSA member serving as the Coordinator, Logistics is elected by majority vote of the NIRSA Canadian members through the Canadian Region Elections Process. Term of appointment is two years, beginning May 1 starting in odd years.

Minimum Qualifications:

- Current Professional, Professional Life, or Emeritus NIRSA Member for at least two consecutive years by the time of the election. (*initially will need to just say current NIRSA member)
- Employed with a Canadian Collegiate institution, preferably in field of recreation

Preferred Qualifications:

- Demonstrated active involvement in the Region
- Commitment to student and professional development
- Demonstrated administration and coordinator skills