



NIRSA Canadian - State/Provincial Regional Representative Position Description

The goal:

NIRSA 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 United States and Canada are divided into six Regions with the goal of encouraging the development of unique engagement and leadership at a state and regional level. The Member Network is the primary vehicle for communication, constituent representation, networking and student/professional development at the regional level. Our target is to have a professional member within each state/province to serve as a State/Provincial Director. The objective of a State/Provincial Regional Representative will be to represent their State's interest within NIRSA. Also, the State/Provincial Regional Representative will work closely with the Chair and State/Provincial Student Leader to promote NIRSA engagement and professional development within their State/Province.

NIRSA State/Provincial Regional Representative responsibilities include, but not limited to:

- Act as a liaison between the Chair and state/provincial membership.
 - Serve as a voice for the state's or province's membership
- Act as a liaison between the state/provincial membership and state association, if applicable
- Communicate regularly with state or province membership to gather information from the state/province membership for a Regional newsletter including:
 - State/provincial events
 - New member information
 - Retirement, necrology and other membership updates
 - Facility renovation or construction information
 - Institutional updates
 - Position openings within the state/province
 - Other information requested by the Chair
- Communicate regularly with state or province membership to disperse information regarding Association business and events. Or do so through Marketing & Communications on CLT.
- Coordinate the state or provincial meeting at the NIRSA annual conference as applicable.
- Assist host institutions with conferences, workshops, state/provincial meetings and/or extramural competitions as needed
- Recruit new NIRSA members within the state/province
- Assist the Chair with recommendations for position appointments as requested
- Collaborate with the NIRSA HQ to follow up with non-renewing members and institutional members within the state/province
- Act as a mentor for the state/provincial Student Leader
- Act as an officer of the state association within those states that have a NIRSA recognized state association. Perform the duties specified within the constitution and bylaws of that state association
- Perform other duties as requested by the Chair



Term of Office

The NIRSA member serving as the State/Provincial Regional Representative is elected by majority vote by Members present at the Annual Conference, unless another election time period is specified in state association constitution bylaws, or determined by the State/Province. Term of appointment is two years, unless another length of term as determined by the State or Province.

Minimum Qualifications:

- Current Professional, Professional Life, or Emeritus NIRSA Member for at least two consecutive years by the time of the election
- Employed and a resident of the State/Province she/he is representing for at least two consecutive years