



## STUDENT RECREATIONAL SPORTS ASSOCIATION

### **Officer, Director and Representative Position Information**

**Mission:** The Student Recreational Sports Association is an association acting as an advisory and advocacy group to Campus Recreational Sports. This association is the means of communication from its constituency to the Recreational Sports staff and the Bloomington Administration. The Student Recreational Sports Association is dedicated to monitoring, improving where necessary, and promoting Recreational Sport opportunities to the student, faculty, and staff at Indiana University, Bloomington.



**SRSC**  
1601 Law Lane  
Bloomington, IN 47405  
phone: 855.7772

**Intramural Center**  
1025 E. 7th  
Bloomington, IN 47405  
phone: 855.5222

# EXECUTIVE OFFICERS

*The Executive Committee will serve as the guiding body of the group responsible for representing students within Recreational Sports. The executive members will be required to attend a biweekly SRSA meeting, as well as a biweekly Executive Committee meeting. Each executive member will serve as a mentor to a Committee chairperson in order to facilitate learning and continuity to the new chairperson. Additionally, the executive member will shadow a student program director to further Division-wide knowledge and communication at the student level.*

## **President**

The President shall preside over all SRSA meetings and will represent SRSA to Bloomington administrators as well as to other organizations in the University community. The President will serve on the Dean of Student's Advisory Board, Campus Recreational Sports Advisory Board, the Mandatory Fee Review Board, Campus Facility Master Plan and any other committees necessary to represent Campus Recreational Sports.

## **Vice Presidents (2)**

The Vice Presidents shall coordinate the daily operations of the SRSA. The Internal Vice President focuses on the activities of the Directors and serves as the President's representative when necessary. The External Vice President shall coordinate the activities of all Program Area and Residential Representatives.

## **Secretary/Treasurer**

This position is responsible for coordinating meetings of the board, documentation, and correspondence for SRSA as well as overseeing fiscal management. As treasurer, duties include preparing the operating budget and managing fiscal transactions with the Student Organization Account. In addition, the treasurer assists with preparation of materials for the Mandatory Fee Review and assists with special projects.

# DIRECTORS

*All Directors will complete the following agenda as their contribution to the SRSA. Directors will be required to attend the biweekly meeting of SRSA, but are not required to have any prior experience with the SRSA. Each Director will have a staff parallel within Campus Recreational Sports for guidance.*

## **Marketing/Relations**

Your responsibilities may include:

1. Coordinate IDS coverage and IDS Roundtable; contact reporters about story ideas.
2. Coordinate SRSA webpage; work to keep up to date and accurate.
3. Assist with preparation and distribution of the SRSA newsletter and alumni newsletter.
4. Coordinate SRSA communications (pamphlets, flyers) in campus-wide events.
5. Coordinate SRSA feedback on RS publications, promotional items and apparel.
6. Coordinate purchase of approved shirts or SRSA promotional items.
7. Create marketing plan to increase awareness of SRSA on campus.
8. Assist the Special Projects Director with SRSA participation in Freshman Orientation, RecFest, IU Welcome Back, Jill Behrman Color The Campus 5K, Cardboard Boat Regatta, Celebrate EveryBody Week, and SRSA banquet.

## **Special Projects**

Your responsibilities may include:

1. Coordinate SRSA presence at Freshman Orientation, RecFest, IU Welcome Back, Jill Behrman Color The Campus 5K, Celebrate EveryBody Week, Cardboard Boat Regatta and Homecoming.
2. Coordinate SRSA Red Cross Blood Drive.
3. Coordinate the SRSA Honors Banquet.
4. Help with participant recognition at All Campus Championships or major Club Sport events.
5. Help with employee appreciation events by representing SRSA.

## **Facilities/Equipment**

Your responsibilities may include:

1. Examine block scheduling facility policies and utilization.
2. Serve as member of the Campus Recreational Sports Advisory Board on facilities/equipment.
3. Examine facility use patterns and rental policies.
4. Provide SRSA input on facility repair/renovation, risk management reports and equipment replacement.
5. Coordinate SRSA input on Facility Master Plan and Capital Priorities.

# DIRECTORS, CONTINUED

## **Fraternity Representative**

Your responsibilities may include:

1. Update the fraternity managers with news from the SRSA Board and Division.
2. Relay to SRSA any problems fraternities or participants are experiencing.
3. Help find ways to increase participation within fraternities.
4. Assist with Assessment and Evaluation of the services provided to your constituents.

## **Sorority Representative**

Your responsibilities may include:

1. Update the sorority managers with news from the SRSA Board and Division.
2. Relay to SRSA any problems sororities or participants are experiencing.
3. Help find ways to increase participation within sororities.
4. Assist with Assessment and Evaluation of the services provided to your constituents.

## **Residence Hall Representative**

Your responsibilities may include:

1. Update residence hall managers with news from the SRSA Board and Division.
2. Relay to SRSA any problems residence halls or participants are experiencing.
3. Help find ways to increase participation in residence halls.
4. Assist with Assessment and Evaluation of the services provided to your constituents.
5. Coordinate and promote the formation of Intramural teams within Residential Halls.

# PROGRAM AREA REPRESENTATIVES

*Each President elected from the Program Areas Councils will fulfill a representative position on the Student Recreational Sports Association. The representative is elected by their council and not by SRSA. The representative acts as a liaison and reports to SRSA about all of the inner workings and projects of their respective council.*

## **Program Advisory Council Presidents (internally elected)**

Your responsibilities may include:

1. Attend SRSA meetings and update the SRSA on your respective Council goals/objectives and status.
2. Report SRSA and Division events at your Council meetings.
3. Review mid-year and annual reports for your program area (s) prepared by Professional Staff. Identify information to share at SRSA meetings or that should shape goals and objectives.
4. Announce any problems, suggestions, or upcoming events at the SRSA and Council meetings.
5. Assist with Assessment and Evaluation for your respective program area (s).
6. Review program area (s) incentive/recognition plan for student participants and employees.
7. Review and address program area (s) policy, procedures, fees, funding, facilities and goals/objectives for student input.