



NAIA Registrars Association Board Structure and Responsibilities

MISSION STATEMENT

The Registrar Association is dedicated to promoting and supporting best business practices in the interpretation and implementation of policies and procedures. We strive to empower and assist fellow Registrars by fostering a collaborative environment where knowledge, expertise, and professional development are shared. Through this, we aim to cultivate a network of skilled Registrars who are not only proficient in their roles but are also equipped to become effective facilitators, ensuring consistent, transparent, and efficient administrative practices across the field.

EXECUTIVE TEAM

The Executive team of the Registrar's Association shall consist of four executive board members. Each member shall be willing to serve for at least one term (one year).

Duties:

- Establish overall long- and short-term goals and objectives for the association.
- In consultation with the NAIA Liaison and other executive board members, schedule dates, times, locations, and agendas for all meetings related to the Registrars Association. This may include quarterly meetings and the Registrars Association annual business meeting.
- Conduct and assist with special projects or initiatives as determined by the executive team.
- Conduct and maintain meeting minute records.
- Provide expertise and context to any hot topics or current issues.
- Create professional development opportunities that may include educational and learning opportunities for all NAIA Registrars Association members.
- Other duties as determined and appropriate.

NAIA LIAISON

NAIA Team Lead of Eligibility Services or NAIA delegated representative.

Duties:

- Assist the committee and serve as a Liaison between the National Association and the Executive Board Team.
- Attend all Executive Team and Registrars Association Meetings as necessary.
- Schedule all Town Hall and Business Meeting calls (annually).
- Present the RA Annual Business meeting at AACRAO's Annual Meeting.
- Assist with gathering legislation proposals.