

NEISA Regional Director and Undergraduate Director Job Description/Responsibilities

The Regional Representatives, both Graduate and Undergraduate, are responsible for monitoring the health of the teams in their region, and providing guidance and support to those teams.

In particular, this involves assisting and fostering new teams, helping to support and buoy “danger zone” teams, and recruitment of women’s teams from all Associate and Regular Member teams.

Deliverables:

-September: The regional representatives will contact each program in their region *via phone call* to ensure healthy operation and to make sure those programs know where to go for support. Particular attention should be paid to our youngest programs and our “danger zone” programs.

-Make sure each team knows where to find the current NEISA Schedule Doc, make sure each team has at least two members on the NEISA email list, and make sure each team is familiar with the scheduling procedure for adding and dropping events.

-During this initial contact, the regional reps will also work with these teams to identify one event, midweek, or weekend, where each program will commit to sail a women’s team. It is also a good idea to encourage these teams to attend the Fall Dinghy Tournament and to treat it like a “Fall Championship” for their program.

-October Conference Call: Each Graduate Regional Rep will submit a statement of health of their region, with a one to two sentence write-up on each program, with particular attention paid to our student-led programs. Please aim to categorize each team as “Stable,” “Growing,” or “Struggling.” Conference commissioner will also provide a list of teams we need to spur for a Women’s team, regional reps will then work to get these teams to the Fall Foliage Invite, the Crews/No Ringer regattas, or a regatta in Southern NE.

-February: Once again, reach out to our student led teams, see if they need help managing schedule, in particular giving guidance on appropriate regattas. Make sure they know where to go for help.

-March: Reach out to teams that failed to get a women’s team in the fall, make sure we have a regatta identified for them during the spring. Encourage team to participate in the Spring Dinghy Tournament.

-April: Work with student led teams to make sure our graduate directors are aware of any transitioning leaders – this is particularly important for NEISA, to make sure we keep these teams active in the subsequent year if team leaders are graduating.

-May: Provide final update on Fall report, identify “struggling” and emerging teams for the following fall.