

PRESIDENT

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by previous presidents when they align with the strategic goals and vision of your presidency.
- Ensure all presidential records, files, and relevant documents are organized and transitioned to the President-Elect and/or Executive Director to support leadership continuity.

President Job Description

Expectations

- Develop and distribute a tentative agenda to the Board of Directors at least two weeks prior to each scheduled board meeting.
- Consult with the Board of Directors regarding budgetary concerns and financial matters affecting the Association.
- Appoint committees as outlined in the Constitution and Bylaws.
- Serve as an ex officio member of all Association committees.
- Establish the purpose and responsibilities of any newly created committee.
- Ensure accurate financial oversight by reviewing expenditure reports provided by the Finance Chair and Executive Director and ensuring complete and timely financial reporting.
- Prepare and communicate regular updates to members through newsletters, articles, and other Association communications.
- Fill vacant appointed positions when no candidates apply, giving consideration to qualified individuals who sought other Board positions but were not elected.
- Prepare and present annual reports summarizing the Association's activities, accomplishments, and priorities.
- Maintain organized Association records by archiving or removing nonessential materials before transferring files to the President-Elect.
- Provide leadership and support in the planning and execution of Association conferences, workshops, and other professional learning events.
- Recruit and secure high-quality keynote speakers and presenters for the Association's annual conference and other educational events.
- Communicate anticipated expenses with the Executive Director and obtain appropriate approval before making purchases or entering into financial commitments on behalf of the Association.
- Represent the Association by attending required meetings of SHAPE America and the SHAPE Midwest District and ensure compliance with affiliate governance requirements. Periodic travel may be required.
- Meet with the President-Elect and/or Past President to evaluate personnel and discuss organizational leadership and staffing needs.
- Ensure Association representation at relevant national advocacy events, such as SHAPE America's Speak Out Day. If unable to attend, appoint an appropriate INSHAPE representative.
- Serve as the primary ambassador for the Association by representing INSHAPE with professionalism, integrity, inclusivity, and enthusiasm in all interactions.

- Promote collaboration, transparency, and effective communication among the Board of Directors, committees, members, partners, and stakeholders.
- Provide strategic leadership to advance the Association's mission, vision, and long-term goals.

Goals

- Work collaboratively with the Board of Directors to develop and implement a strategic plan that establishes clear organizational goals and priorities for your administration. .

Term Length & Requirements

A two-year position as president beginning in an odd year. Overall a four-year commitment from president-elect, president and past president.

Must serve currently on the INSHAPE board of directors as president-elect for one year, prior to that, serve on the board of directors in some capacity.

EXECUTIVE DIRECTOR

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals of the organization.
- Ensure all records, files, and relevant documents are organized and transitioned to the President, Past-President and/or President-Elect to support leadership continuity as needed.

Executive Director Job Description

Expectations

- Work with the Executive Board and Board of Directors to carry out the vision and goals of the association.
- Operate association under state and federal laws, ensuring association policies and procedures comply with non-profit status.
- Attend meetings required by SHAPE America (national affiliate) and SHAPE Midwest District, and operate within their governance. Periodic travel may be required.
- Organize meetings and operational reviews, including reports, presentations, and pertinent research.
- Negotiate agreements and contracts for meeting and event space, joint programs, vendors, and outside funding sources.
- Prepare and make presentations to potential and existing partners and sponsors.
- Develop and carry out marketing plans to increase visibility and interaction of the association.
- Manage technology-based business functions such as database management, web servers and website, email management system, financial systems, online payment procedures, advocacy platforms, and document management.
- Oversee communication platforms, processes, and materials to ensure timely and effective engagement with members, partners, and prospects.
- Develop an annual budget and report line item income and expenses to the Board of Directors while working with the Finance Chair.
- Manage income, assets, and expenses in keeping with non-profit status, consulting with the Finance Chair and Board of Directors as needed.
- Work to build and maintain association membership.
- Work with the Events Chair to oversee event planning including the annual conference and workshops.
- Work with the Events & Partnership Chairs to build and maintain strategic partner relationships and seek additional partners as needed..
- Perform analytics as necessary to understand weaknesses, opportunities, and threats, and make related recommendations to the Board of Directors.
- Periodically review association governance and make recommendations for revision as necessary; act as primary parliamentarian when needed.
- Handle administrative needs and record-keeping of the association.

Term Length & Requirements

The Executive Director is a paid employee with a one-year term, as approved and budgeted by the Board of Directors. Hours and compensation to be determined in accordance with skills and availability. Service will correspond with the fiscal year, June 1 through May 31.

PRESIDENT-ELECT

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by previous presidents when they align with the strategic goals and vision of your presidency.
- Ensure all president-elect records, files, and relevant documents are organized and transitioned to the President, future President-Elect and/or Executive Director to support leadership continuity.

President-Elect Job Description

Expectations

- Represent the Association by attending required meetings of SHAPE America and the SHAPE Midwest District and remain informed of affiliate governance and initiatives. Periodic travel may be required.
- Prepare for the role of President by actively learning the responsibilities, policies, and leadership expectations of the office.
- Assume the duties of the President in the President's absence or when otherwise required. If the President-Elect fills an unexpired presidential term, they will continue to serve the subsequent elected term as President, as outlined in the Constitution and Bylaws.
- Remain informed of the work and activities of all Association committees to ensure continuity of leadership and organizational effectiveness.
- Meet regularly with the President to evaluate personnel, discuss organizational priorities, and support leadership transition.
- Develop a proposed budget for the upcoming administration in collaboration with the Executive Director and in consultation with the President and Finance Chair, as appropriate.
- Maintain a thorough understanding of the Association's Constitution, Bylaws, Operating Codes, and governing policies to ensure informed leadership and compliance.
- Support the President and Board of Directors in advancing the Association's strategic goals and carrying out organizational initiatives.
- Prepare for a seamless leadership transition by participating in planning, decision-making, and long-term organizational initiatives throughout the term.

Goals

- Work collaboratively with the Board of Directors to develop and implement a strategic plan that establishes clear organizational goals and priorities for your administration.

Term Length & Requirements

A one-year position as President-Elect. This position is elected in the even years. There is no past-president during this time. Overall a four-year commitment from president-elect, president and past president.

Suggested previous board position: Events Chair and Partnership

PAST-PRESIDENT

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by new presidents when they align with the strategic goals and vision of your presidency.
- Ensure all past-presidential records, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Past-President Job Description

Expectations

- Represent the Association at required SHAPE America and SHAPE Midwest District meetings when designated by the President, ensuring compliance with affiliate governance. Periodic travel may be required.
- Support the President's goals and strategic initiatives by providing guidance, mentorship, and organizational continuity.
- Assist the President and Board of Directors by serving on committees or leading special projects as requested.
- Ensure a smooth leadership transition by transferring all relevant records, documents, electronic files, and email access to the incoming President within two weeks following the annual conference.
- Provide leadership and support to committees requiring additional assistance, including the Grants and Awards Committees.
- Serve as an advisor to the President and Board of Directors, offering historical perspective and institutional knowledge to support informed decision-making.
- Promote continuity and stability by assisting with leadership development and mentoring current and future Board members.

Term Length & Requirements

A one year position in the even year as they roll off being president. There is no president-elect during this time. Overall a four-year commitment from president-elect, president and past-president.

EVENTS CHAIR

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals and vision of the organization.
- Ensure all Events Chair records, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Events Chair Job Description

Expectations

- Develop and maintain a comprehensive conference planning timeline to ensure all milestones and deadlines are met.
- Recruit, organize, and lead conference planning committees to effectively coordinate and execute a successful annual conference.
- Promote and recruit high-quality conference proposals to ensure an engaging and diverse program, meeting established submission deadlines each spring.
- Develop and finalize the conference schedule by assigning presentation times, locations, and room assignments, and communicate all conference details to presenters in a timely manner.
- Coordinate session hosts for conference presentations as requested or needed to support presenters.
- Develop and oversee the conference audiovisual plan, including coordinating and securing all necessary equipment and technical support.
- Create and implement a comprehensive conference signage plan, ensuring all signage is designed, produced, and installed as needed.
- Provide timely conference information to the appropriate committees and leaders for marketing materials, the conference program, mobile app, website, and other communication platforms.
- Design an exhibitor experience that is attractive and valuable to exhibitors, sponsors, and partners.
- Recruit exhibitors and sponsors to maximize engagement, partnerships, and revenue for the Association.
- Coordinate exhibitor logistics, including booth layouts, draping, tables, chairs, and additional needs, while communicating requirements with the Executive Director and providing support throughout the conference.
- Administer exhibitor evaluations following the conference to assess satisfaction, identify strengths, and gather recommendations for future improvements.
- Send timely acknowledgments and thank-you communications to exhibitors, sponsors, and partners following the conference.
- Prepare and submit a comprehensive conference report to the Secretary within one month of the conference, including attendance data, evaluations, outcomes, and recommendations for future events.
- Represent the Association by attending required meetings of SHAPE America and the SHAPE Midwest District, as appropriate, and remain informed of affiliate governance and conference best practices. Periodic travel may be required.
- Submit an annual report to the President by September 1, summarizing conference planning activities, outcomes, and recommendations for the upcoming year.

Goals

- Increase the number of new partners each year through strategic outreach and collaboration with the Partnership Board Member.
- Expand and strengthen the Association's partner network annually by working collaboratively with the Partnership Board Member to cultivate new relationships.
- Grow the Association's partnerships each year by identifying and engaging new organizations that align with the mission and goals of INSHAPE.

Term Length & Requirements

A two-year position as Events Chair. This position is elected in the even years.

Suggested previous board positions: Partnership, Member At-Large

SECRETARY

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals and vision of the organization.
- Ensure all Secretary records, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Secretary Job Description

Expectations

- Maintain a thorough understanding of the Association's Constitution, Bylaws, Operating Codes, and governance procedures to serve as the Board's Parliamentarian when needed.
- Record accurate and complete minutes of all Board of Directors and Association meetings.
- Review meeting minutes with the President to ensure accuracy and completeness prior to distribution.
- Distribute approved meeting minutes to the Board of Directors within two weeks following each meeting.
- Maintain and preserve official Association records and meeting minutes in an organized and accessible manner.
- Ensure official records accurately reflect Board actions and decisions in accordance with the Association's governance practices.
- Submit an annual report to the President by September 1, summarizing activities and recommendations related to the office of Secretary.

Term Length & Requirements

A two-year position as Secretary. This position is elected in the even years.

Suggested previous board position: Member At-Large

FINANCE CHAIR

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals and vision of the organization.
- Ensure all Finance Chair records, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Finance Job Description

Expectations

- Develop an annual budget and report line item income and expenses to the Board of Directors while working with the Executive Director.
- Assist in managing income, assets, and expenses in keeping with non-profit status, consulting with the Executive Director and Board of Directors as needed.
- Work collaboratively with the Executive Director to monitor financial practices, ensure accuracy in reporting, and provide fiscal accountability to the Board of Directors.
- Appoint and Oversee the Grants Committee Chair, which includes the following job description for that role:
 - Lead and oversee the Grants Committee in administering the Association's grant programs in support of its mission and strategic priorities.
 - Review, evaluate, and recommend updates to existing grant programs and develop new grant opportunities as needed.
 - Promote grant opportunities through effective communication and outreach to Association members.
 - Develop and maintain clear application guidelines, evaluation criteria, and submission deadlines for all grant programs.
 - Coordinate the review of grant applications and ensure proposals are evaluated consistently using established criteria.
 - Present grant funding recommendations to the Board of Directors for approval and provide summaries of awarded grants.
 - Submit copies of approved grant applications and supporting documentation to the Secretary & Finance Chair for official Association records.
 - Collaborate with the Events Chair to identify grant recipients who should be invited to present their funded projects at the annual conference.
 - Maintain communication with grant recipients to encourage participation in the annual conference and the sharing of project outcomes with the membership.
 - Evaluate the effectiveness of grant programs and recommend improvements to increase member engagement and organizational impact.

- Appoint and Oversee the Awards Committee Chair, which includes the following job description for that role:
 - Advertise to our members of the awards available as laid out in our constitution.
 - Lead and oversee the Awards Committee in recognizing outstanding professionals and students whose contributions align with the Association's mission and values.
 - Promote award and scholarship opportunities to maximize member awareness and participation in accordance with the Association's Constitution and Bylaws.
 - Conduct an annual review of all awards and scholarships to evaluate eligibility requirements, selection criteria, and program effectiveness, and recommend additions, revisions, or discontinuations to the Board of Directors for approval.
 - Develop and maintain an annual awards and scholarships calendar that includes nomination deadlines, application timelines, selection dates, recipient notifications, and recognition events.
 - Establish and manage the committee's internal timeline to ensure all review, selection, and recognition processes are completed efficiently.
 - Communicate award and scholarship opportunities regularly through Association communication channels to encourage a diverse and qualified pool of applicants and nominees.
 - Maintain accurate records of award and scholarship recipients for historical archives and future publication.
 - Coordinate recognition and publicity for recipients, including announcements, press releases, notifications to schools, employers, professional organizations, and other appropriate stakeholders.
 - Coordinate the recognition of recipients at the annual conference or other designated Association events, working collaboratively with the Executive Director to ensure awards are prepared and available.
 - Support recipients in pursuing district, regional, and national recognition by providing guidance on nomination opportunities and maintaining communication throughout the process.
 - Evaluate the effectiveness of the Association's awards and scholarship programs and recommend improvements that enhance member recognition and engagement.
- Submit an annual report to the President by September 1, summarizing finance activities, outcomes, and recommendations for the upcoming year.

Term Length & Requirements

A two-year position as Finance Chair. This position is elected in the odd years.

Suggested previous board positions: Partnership, Member At-Large

COMMUNICATIONS CHAIR

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals and vision of the organization.
- Ensure all Communication records, digital passwords, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Communications Job Description

Expectations

- Develop and implement a comprehensive communication strategy to effectively promote the Association's mission, programs, initiatives, events, and opportunities.
- Maintain a strong understanding of current social media platforms, trends, and best practices to effectively engage members and expand the Association's reach.
- Manage and maintain Association social media accounts by creating timely, relevant, and engaging content that informs, encourages, and uplifts members.
- Create visually appealing graphics and digital content that align with INSHAPE's mission, brand identity, and professional standards.
- Promote Association initiatives, events, awards, advocacy efforts, professional development opportunities, and member achievements through various communication channels.
- Develop content that highlights the impact of health and physical education professionals and celebrates the accomplishments of members across Indiana.
- Collaborate with Board members, committee chairs, partners, and the Executive Director to gather information and promote programs, events, and initiatives.
- Provide timely recognition and appreciation of Association partners and sponsors through social media shout-outs and promotional materials.
- Assist with the development of newsletters, announcements, website updates, and other member communications as needed.
- Maintain consistency in messaging, branding, and visual identity across all communication platforms.
- Monitor social media engagement and communication effectiveness and provide recommendations for increasing member involvement.
- Support conference and workshop promotion by creating promotional materials, presenter highlights, registration reminders, and event updates.
- Maintain an organized archive of communication materials, graphics, and digital assets for future Association use.
- Submit an annual report to the President by September 1 summarizing communication efforts, engagement highlights, and recommendations for future initiatives.

Term Length & Requirements

A two-year position as Communications Chair. This position is elected in the odd years.

Suggested previous board position: Member At-Large

ADVOCACY CHAIR

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals and vision of the organization.
- Ensure all Advocacy Chair records, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Advocacy Chair Job Description

Expectations

- Maintain regular communication with association members regarding advocacy priorities, legislative updates, initiatives, and opportunities for engagement.
- Develop advocacy resources and tools that empower members to effectively advocate for health and physical education within their schools and communities.
- Coordinate professional learning opportunities that strengthen members' advocacy knowledge, skills, and leadership.
- Maintain an accurate and up-to-date network of advocacy partners who can support and advance the association's mission.
- Collaborate with partner organizations to promote and strengthen shared advocacy initiatives.
- Monitor local, state, and national legislation affecting health education, physical education, recreation, and dance, and communicate relevant updates to members.
- Support the association's advocacy and public relations initiatives in alignment with the organization's mission, strategic priorities, and policy statements.
- Ensure association representation at national advocacy events, such as SHAPE America's Speak Out Day. If the President is unable to attend, the President may appoint a representative, which may include the Advocacy Chair. Travel may be required.
- Submit an annual report to the President by September 1, highlighting advocacy activities, accomplishments, and recommendations for the upcoming year.

Goals

- Plan and conduct a Speak Out Day at the Indiana State House.

Term Length & Requirements

A two-year position as Advocacy Chair. This position is elected in the even years.

Suggested previous board position: Member At-Large

PARTNERSHIP CHAIR

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals and vision of the organization.
- Ensure all Partnership Chair records, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Partnership Job Description

Expectations

- Collaborate with the Events Chair to plan and deliver a successful and engaging conference for INSHAPE members.
- Maintain awareness of existing partners and foster ongoing relationships to encourage continued support.
- Develop and strengthen positive relationships with current and prospective partners.
- Recruit new partners and sponsors that align with the needs and interests of INSHAPE members, in collaboration with the Board of Directors.
- Maintain regular communication with past, current, and prospective partners, including sharing conference dates, opportunities, and important updates.
- Assist in the development and distribution of partnership and sponsorship materials.
- Provide creative promotional content and graphics to the Communications Chair to recognize and highlight partner support throughout the year.
- Support the formation and work of subcommittees as assigned by the Events Chair.
- Assist with conference inventory before, during, and after the annual conference to ensure materials and supplies are organized and accounted for.
- Designate a representative to lead and support our national partner initiatives (i.e. health.moves.minds powered by Booster). Support and attend meetings as needed.
- Submit an annual report to the President by September 1 summarizing accomplishments, partnerships, and recommendations.

Goals

- Grow the Association's partnerships each year by identifying and engaging new organizations that align with the mission and goals of INSHAPE.
- Increase the school involvement with our health.moves.minds powered by Booster initiative.

Term Length & Requirements

A two-year position as Partnership Chair. This position is elected in the odd years.

Suggested previous board position: Member At-Large

MEMBER AT-LARGE CHAIR

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals and vision of the organization.
- Ensure all Member At-Large records, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Member At-Large Job Description

Expectations

- Develop and support subcommittees representing Elementary Physical Education, Secondary Physical Education, Health Education, Fitness, and Adapted Physical Education.
- Ensure each subcommittee is represented through quality proposal submissions for the annual conference and workshops.
- Recruit knowledgeable and engaging presenters who address current trends, best practices, and the evolving needs of INSHAPE members.
- Cultivate leadership opportunities that encourage Indiana Health and Physical Education educators to become active leaders within the association.
- Serve on additional committees and provide leadership for the Awards and/or Grants Committee when needed.
- Demonstrate a commitment to continuous learning and professional growth within the organization.
- Be a collaborative team member who is willing to step in, assist, and support organizational initiatives as needs arise.
- Submit an annual report to the President by September 1, summarizing conference planning activities, outcomes, and recommendations for the upcoming year.

Term Length & Requirements

There are two member at-large positions. One is elected in even years and the other is elected in odd years.

A two-year position as Member At-Large Chair.

Suggested previous experience: Attendance at INSHAPE conference and/or workshops. Served on INSHAPE committees. A person who is in the HPE field that could be a partner representative or in the healthcare field.

YOUNG PROFESSIONAL

General Board Expectations

- Attend all Association meetings and actively serve as a member of the INSHAPE Board of Directors.
- Uphold and adhere to the INSHAPE Constitution and Bylaws.
- Maintain a current and active INSHAPE membership.
- Attend and assist in the annual state conference and other INSHAPE-sponsored professional development opportunities.
- Support and continue initiatives established by presidents when they align with the strategic goals and vision of the organization.
- Ensure all Young Professional records, files, and relevant documents are organized and transitioned to the President and/or Executive Director to support leadership continuity.

Young Professional Job Description

Expectations

- Serve as a voice and advocate for future health and physical education professionals by representing the perspectives, needs, and interests of college students preparing to enter the profession.
- Establish and lead a Council for Future Professionals consisting of university health and physical education majors from across Indiana to encourage student involvement and leadership development within the Association.
- Serve as a liaison between the Board of Directors and the Council for Future Professionals, ensuring effective communication, collaboration, and representation of student members.
- Gather feedback and identify opportunities to enhance INSHAPE programs, resources, and services to better support emerging professionals.
- Advocate for initiatives, networking opportunities, professional development, and resources that address the needs of young professionals and future educators.
- Collaborate with university health and physical education faculty members to strengthen relationships between higher education programs and the Association.
- Promote student membership and engagement by encouraging university students to participate in INSHAPE events, conferences, workshops, and leadership opportunities.
- Support the development of future leaders by creating opportunities for students to connect with current professionals, mentors, and Board members.
- Encourage representation of university programs across Indiana to ensure diverse student perspectives are included in Association initiatives.
- Assist with planning and implementing student-focused initiatives such as networking events, mentoring opportunities, conference sessions, and professional learning experiences.
- Submit an annual report to the President by September 1 summarizing student engagement efforts, accomplishments, and recommendations.

Term Length & Requirements

A one-year position as the Young Professional representative.

This position is appointed by the president based on:

- Preference will be given to the INSHAPE Outstanding Student Winner
- If that recipient declines the board position, the president will go to the highest scholarship winners and offer the position to them (and so on, if needed).