



## MEMORANDUM

August 1, 2019

VIA EMAIL

TO: NCAA Division III Conference Commissioners.

FROM: Liz Turner Suscha  
Managing Director, Championships and Alliances

SUBJECT: Regional Advisory Committee Replacements.

The NCAA Division III Championships Committee requires conference offices to appoint regional advisory committee members to national sports committees for their respective conferences. National sports committee members will recruit members to represent independent institutions when warranted. Attached is a document which outlines RAC procedures and defines who is eligible to serve on a regional committee. A document outlining RAC expectations and time commitments is also included to share with potential RAC members to give a better understanding of the level of commitment required when serving on a RAC.

**Appointments for the 2019-20 academic year (fall, winter and spring sports) are due August 1.** Appointments are for a three-year term and members must then be off the committee for three years before they can be named to the same RAC.

Please review the RAC list included in the email text and identify qualified replacement(s) and send the appointee(s) to the attention of Laura Klee, assistant coordinator for championships, at [lklee@ncaa.org](mailto:lklee@ncaa.org), **by August 1**. Please contact me at [lsuscha@ncaa.org](mailto:lsuscha@ncaa.org) with any questions.

LTS:lck

Attachments