

## **POSITION DESCRIPTION (NAFSA REGION IV)**

### **Public Policy Representative**

**Term:** 2 years

**Appointment:** By Regional Chair-stream

**Qualifications:**

- A NAFSA and Region IV member
- Minimum of two years of experience in the field of international education
- Demonstrated commitment to international education and exchange
- Demonstrated commitment to the concept of professional development through participation in conferences and workshops
- Ability to foster communication between the national and regional levels
- Observance of NAFSA's Statement of Ethical principles
- Experience as a presenter or coordinator on the regional level
- Previous experience in teaching, developing or training in the area of international/intercultural education
- Recent experience as a professional in teaching, training or research
- Willingness to serve as a part of the regional leadership by working with the chair-stream on the team training and conference planning
- Support of home institution to carry out responsibilities of the position, including attendance at required meetings (see below)

**Responsibilities:**

- Coordinate the public policy and advocacy efforts in the region
- Develop and disseminate materials on advocacy to regional members
- Publicize efforts within the region for letter-writing, calling, or contacts to appropriate legislators or other parties
- Work with State Representatives to become knowledgeable about public policy issues in the states that affect international education
- Be current on critical issues and efforts within the states; work with the State Representatives to develop strategies for dealing with specific measures which will impact international education
- Work with the conference-planner and chair-stream on conference planning by:
  - Provide a conference session on Public Policy
  - Provide training materials to regional team members and members of the region for effective advocacy for international education
  - Serve as a mentor for mentor/mentee program
  - Make recommendations after reviewing the session evaluations
- Work with State Representative and conference planning committee to ensure that the state, sub regional and regional conferences, meetings, and workshops have content related to public policy efforts of NAFSA
- Work with regional representatives in the Knowledge Communities to identify areas which need advocacy. Identify members in the region who can work on these efforts

- Promote Advocacy Day travel grants and assist Chair-stream in selection of grant recipients
- Prepare written reports of activities for the fall conference and spring team training
- Provides necessary information and reports, as requested by chair and the NAFSA National office
- Performs duties as assigned by the chair
- Follow the checklist provided by the team and makes revisions
- Assist Region IV chair-stream in identifying potential candidates as a successor
- Ensure a smooth transition for the successor

**Required meetings and travel:**

- Spring Team/Conference Planning Meeting (travel, shared lodging, and meals covered)
- Advocacy Day (travel, shared lodging, and meal covered)
- Annual Conference (reimbursed \$100), attending these sessions as possible:
  - Region IV Team Meeting (attendance required for reimbursement)
  - Region IV Update Meeting
  - Appropriate Meeting according to position
- Regional Conference (reimbursed \$100), attending these sessions as possible
  - Team Meeting (attendance required for reimbursement)
  - Opening Reception
  - Leadership or Newcomers Meeting
  - All special events
- State Meetings, as is possible

**Benefits:**

NAFSA Region IV provides access to resources and networking throughout the year and the work could not be accomplished without the skills of an accomplished regional team. Some of the benefits to you are:

- Meeting and networking with peers at other organizations institutions within the region
- Serving as mentor to others and identifying resources to the betterment of colleagues
- Gaining visibilities on your own campus as a leader in the field of International Education
- Building your resume by documenting your strengths and expanding your experience
- Learning more about NAFSA's strategic directions and organizational structure