

POSITION DESCRIPTION (NAFSA REGION IV)

Chair-Elect

Term: 1 year (Chair-stream 3 years)

Appointment: Elected by the members of Region IV

Qualifications:

- A NAFSA and Region IV member
- Previous service as a member of the Region IV team for at least one year
- 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
- Willingness to serve as a part of the regional leadership through working with the chair-stream on team training, conference planning, and regional goals
- Support and encouragement of home institution to carry out responsibilities of the position(s) while in the Chair-stream, including attendance at required meetings (see below)

Responsibilities:

- Serves in a training capacity, to learn the issues of Region IV and NAFSA National, the structure of NAFSA National, and the state organizations.
- Represents Region IV in the Regional Council of NAFSA (the Chair-elects from all 11 regions), actively participating in the discussions at NAFSA Annual conference, e-mails, e-communities, and conference calls.
- Serves as a member of the Executive Committee of Region IV to ensure the smooth functioning of the region.
- Works with the conference-planner and chair-stream on conference planning by:
 - Developing a voting ballot for the next Chair-Elect and sending out information to all Region IV members on how to vote through the Region IV web site so the results are stated at the Region IV Awards Lunch at the regional conference.
 - Place information on registration form concerning Newcomers Meeting
 - Plans and leads the Newcomers Meeting
 - Provides information material for Newcomers Meeting at registration
 - Participate in the conference sessions selection
 - Publicize team openings at the Region IV conference and encourage members to fill in the team interest form.
 - Assess the evaluations and compile a report for the next conference planning meeting
 - Write to all the newcomers in Region IV welcoming them to Region IV
 - Obtain list form NAFSA-national, then pass lists to each state representative
- Assist the Chair-stream in developing the spring training.
- Recruits new team members for open positions.
- Approves appointments of new team members for the following year.

- Ensures sound fiscal management of Region IV, taking part in financial decision-making, such as investments, banking services, payments and collection of accounts, annual reports, audits, and maintenance of appropriate financial records as required by NAFSA or Region IV.
- Encourages NAFSA members in Region IV to become involved in international education activities, actively encouraging members with the appropriate qualifications to participate.
- Provides necessary information and reports, as requested by the chair and the NAFSA National office.
- Assists the Public Policy Representative in advocacy efforts within Region IV.
- Performs duties as assigned by the Chair.

Required meetings and travel:

- Washington Leadership Meeting (travel, shared lodging, and meals covered)
- Spring Team/Conference Planning Meeting (travel, shared lodging, and meals covered)
- Annual Conference (reimbursed \$100), attending these sessions as possible:
 - Region IV Team Meeting (attendance required for reimbursement)
 - Region IV Update Meeting
 - National Team Meetings related to your 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
- Travel to future Region IV Conference location to evaluate space before signing contract (travel, shared lodging, and meals covered)

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 and institutions within the region
- Serving as a mentor to others and identifying resources to support the needs of individuals within the region
- Gaining visibility 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