

POSITION DESCRIPTION (NAFSA REGION IV)

Local Arrangements Chair

Appointment: By Regional Chair-stream

Term: 2 years. In the first year, the Local Arrangements will “shadow” the current Local Arrangements Chair. In the second year, the Local Arrangements Chair will perform all activities at selected conference site.

Qualifications:

- A NAFSA and Region IV member
- Two years of relevant experience
- In-depth knowledge of the local community, culture, business and entertainment options, as well as a willingness to liaise with community leaders and Region IV leadership
- 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 a regional level
- Previous experience planning and organizing conference(s)
- Willingness to serve as part of the regional leadership through working with the chair-stream on team training and conference planning
- Support of home institution to carry out responsibilities of the position, including attendance at required meetings (see below)

Responsibilities:

- Work closely with conference planner to arrange all on-site and in-community activities/special events associated with the regional conference, including the Spring Team/Conference planning meeting
- Identification and outreach to local businesses and community organizations for hosting and sponsorship of conference events
- Liaise with local Convention and Visitors Bureau officials
- Assist with recruitment of Conference Registrar
- Oversee the recruitment of local volunteers to assist at the conference
- Assist the Chair and Conference Planner in completing the conference report submitted to NAFSA National
- Performs duties as assigned by the Chair-stream and Conference Planner
- Ensure a smooth transition for the successor

Required meetings and travel:

- 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

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 for the betterment of colleagues
- 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