

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

### **Past Chair**

**Term:** 1 year (Chair-stream 3 years)

**Appointment:** Automatically succeeds to the Past Chair position in year after serving as Chair, or in the case of a vacancy in the Past Chair position, by invitation, as outlined in the bylaws.

#### **Qualifications:**

- Previous election as Chair Elect
- A NAFSA and Region IV member
- 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 of home institution to carry out responsibilities of the position, including attendance at required meetings (see below)

#### **Responsibilities:**

- Serves as a member of the Executive Committee of Region IV to ensure the smooth functioning of the region.
- Presides in the absence of the chair at the regional conference, regional meeting, NAFSA Town hall meetings and team meetings.
- Serves as a member of the Regional Affairs Council (RAC), participating actively in national activities related to the RAC.
- 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.
- Assists chair in the development of financial resources in the region.
- Encourages NAFSA members in the region to become involved in international education activities, actively encouraging members with the appropriate qualifications to participate.
- Provides mentoring to chair and ensures mentorship to other team members.
- Works with the conference-planner and chair-stream on conference planning by:
  - Revises the evaluation form
  - Participate in the conference sessions selection
  - Updating the travel grant form for the Region IV website, selection of the awards, and recognition at the Region IV Business Lunch
  - Responsible for the awards and conference grants
  - Recognizes retiring members in the region who have made contributions to the region
  - Responsible for recognition of members who are rotating off the regional team.

- Work with Conference Planner and Chair-stream on panel discussion with University Presidents and closed meeting with upper administration
- Assists regional chair in the functioning of the team.
- Assists chair-stream in the development of spring team training.
- Prepares written reports of activities, as requested by the chair.
- Provides necessary information and reports, as requested by the NAFSA office and parts of the NAFSA organization.
- Assists the Public Policy Representative in advocacy efforts within Region IV.

**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 (reimbursed for travel; 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