

**NAFSA: Association of International Educators
Region X Position Description**

**REGULATORY OMBUD
Scholar Issues
(ISSS-RP Committee; Regulatory Ombud Subcommittee)**

- Term: Three years, two months
- SPECIAL NOTE:** NAFSA has a job description for all Regulatory Ombuds in the NAFSA regions; however, 'Regulatory Ombuds' in Region X are also regional team members and, as such, are required to meet both the qualifications for and the expectations of the regional team position description (see below).
- Appointment: By the regional Executive Committee and Vice President for Public Policy and Practice in consultation with current Regulatory Ombuds
- Qualifications: A NAFSA member. Extensive experience with immigration regulations, policies and procedures in educational settings, including detailed experience with nonimmigrant students and scholars. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Time Commitment: One to two hours per week throughout the year, with increased responsibilities and time commitment depending on regulation/law changes, in addition to time commitment for conference calls and meetings.
- Responsibilities: Attend all team meetings, regional conferences, state conference, and when possible, the Annual NAFSA Conference. (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair):

4 Team Meetings: Spring Team Training (Feb-March); Team Meeting at Annual conference (May-June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November)
Annual NAFSA Conference (May-June): Attend NAFSA Regulatory Ombud Subcommittee meetings, regional team meetings, and regional business meeting
Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Provide updates to team about advocacy efforts in the region and nationally
NAFSA Regulatory Ombuds Subcommittee Training (January-March): In person or by conference calls

- Serve as a responsible member of the regional team.
- Organize and maintain a regional network for information dissemination regarding changes and clarifications in regulations and policy; utilize regional communication forums such as Region X Network NAFSA for dissemination of information, e.g., sub-regional meetings, regional conferences, and social media.
- Propose, organize, and chair government sessions at Regional Conference.
- Coordinate regulatory portion of the regional conference program in coordination with KC-ISSS Liaison: soliciting proposals, identifying and cultivating potential session chairs and topics; reviewing and working with session chairs to ensure that session descriptions are clear and concise and reflect intended content; sitting in at least briefly on each of your section's sessions to get a feel for how they are going, making notes, if appropriate for comment or future planning; and getting a head count of attendees.
- Initiate special activities such as CBP Tours.
- Encourage integration of regulatory information/resources with all NAFSA sections through cross-sectional programming.
- Plan and coordinate regional and sub-regional workshops dealing with issues of concern in immigration-related regulations and policies.
- Be available to NAFSA members within the Region to answer questions regarding regulations and policies affecting non-immigrant students and scholars.
- Serve as a conduit between regional members and NAFSA's ISSS-RP Committee.
- Encourage regional members to respond to new federal policy initiatives in concert with national NAFSA advocacy strategy.
- Work with Advocacy Coordinator to identify advocacy issues relating to immigration-related policies.
- Assist Chair-Elect in recruiting, selecting, and training replacement. Serve as mentor to successor.
- Submit a written report of the previous year's activities to the Regional Chair at Spring Team Training.
- Encourage all forms of professional development activity within the region.
- Identify potential members and encourage membership in NAFSA.
- Represent NAFSA at non-NAFSA functions.