

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

SECRETARY & MEMBER RELATIONS

Term:	Two years, two months
Appointment:	By the regional Executive Committee in consultation with the current Secretary
Qualifications:	A NAFSA member. Minimum of two years experience in the field of international education. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops. Writing and/or communications experience preferred.
Time Commitment:	One hour per week average, with increased responsibilities and time commitment after Annual Conference with preparation for the regional conference, in addition to time commitment for weekly conference calls and meetings from June through October.
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 regional team meetings, and regional business meeting
Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Take minutes for each conference call

- Serve as a responsible member of the regional team.
- Record and distribute written and/or recorded minutes of all team meetings and business decisions.
- Organize and manage digital archive of regional reference materials, publications, and communications.
- Maintain Region X Team Calendar and sent out regular action items to indicate upcoming priorities, deadlines and reminders.
- Serve as Region X historian for records of all events, award winners, grant recipients, team members, and other regional affairs.
- Maintain updated list of current Region X membership. Reach out to new members or other interested professionals to introduce them to regional resources. Serve as a

liaison with NAFSA on membership related issues and as a member resource at conferences/events.

- Assist Chair-Elect in all aspects of the Regional Session Evaluation at the regional conference including: printing evaluations and session envelop labels; coordinating and distributing evaluations to volunteers for disbursement and collection at sessions; collecting evaluations; processing evaluations into excel spreadsheets by remaining with volunteers at conference to final session of regional event in order to timely complete evaluation entries.
- Use of personal laptop or office laptop to take Minutes recommended.
- 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.