

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

**STATE REPRESENTATIVE  
(Upstate New York, Downstate New York, and New Jersey)**

- Term: Two years, two months
- Appointment: By the regional Executive Committee in consultation with the current State Representatives
- Qualifications: A NAFSA member. Minimum of two years experience in the field of international education. Must have institutional support for acceptance of responsibilities and be employed within the boundaries of state representation. A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Time Commitment: One hour per week average, with increased responsibilities and time commitment after Annual Conference with preparation for the state conferences and regional conference, 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 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 state conference preparation for the regional conference

- Organize an annual State Conference. Complete a proposed budget in close consultation with the Business Manager.
- Serve as a responsible member of the regional team keeping state interests in mind.
- Maintain an ongoing file of state activities: a resource/information file.
- Submit a written annual report, including a financial report of expenses and revenues at the State Conference, to the Regional Chair within 30 days of the State Conference. Report information should include number of attendees, location, and outcome.
- Serve as Workshop Coordinators to arrange for workshops and identify trainers for the regional conference, with assistance from NAFSA Professional Learning Services.

- Encourage new members' participation in NAFSA, identify new presenters for the regional conference and recommend speakers for the regional conference.
- Serve as resource to constituents within the state, elicit feedback on other issues.
- Assist Chair-Elect in recruiting, selecting and training replacement. Serve as mentor to successor.
- Encourage all forms of professional development activity within the region.
- Identify potential members and encourage membership in NAFSA.