

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

TWO-YEAR COLLEGE REPRESENTATIVE

Term:	Two years, two months
Appointment:	By the regional Executive Committee in consultation with the current Two-Year College Representative
Qualifications:	A NAFSA member. Minimum of two years experience in the field of international education in a community, private two-year, or two-year technical college. 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 hour per week throughout the year, with increased responsibilities and time commitment before 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 advocacy efforts in the region

- Serve as a responsible member of the regional team, keeping Two-Year College interests in mind.
- Maintain an up-to-date mailing list of international educators at two-year colleges in the region.
- Serve as liaison between NAFSA, the region team, and constituents at two-year schools in the region. Recommend speakers for state and regional conferences. Advocate for and work toward full participation of two-year colleges in Region X and national NAFSA activities, including: membership, workshops, town meetings, conferences and services, seeking to include two-year college personnel in conference and workshop sessions relevant to their needs.
- Serve as a resource to constituents at two-year colleges in the region.

- Coordinate Two-Year College session/activities at the regional conference program. Initiate special activities focusing on the needs of members at two-year colleges in the region: 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; Chair/host a two-year college forum; 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 at two-year college sessions.
- Coordinate Mentor-Mentee Program at regional conferences.
- 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.