

NAFSA: Association of International Educators Region State Representative Position Description

Position: Region VII State Representative

Appointment: Elected by State membership

Term: 3 Years

Qualifications:

- An active NAFSA member at state level
- Willing to serve on the Regional team
- Support of home institution to carry out responsibilities required
- Demonstrated commitment to international education and exchange and the concept of professional development
- Ability to foster communication between the national and regional levels
- Observance of NAFSA's Statement of Ethical principles

Meetings:

- Spring Team Meeting (February/early March) – (Region VII pays for mileage, shared lodging and meals)
- Annual Conference
 - Team Meeting
 - Regional Update Meeting
 - State Representatives Meeting
- Regional Conference
 - Newcomers Orientation
 - Opening Reception
 - All special events (i.e., plenary, closing celebration, regional business meeting)
 - Pre & Post Conference Team Meetings

Overall Responsibilities - Year Round

- Encourage all forms of professional development activity within the region
- Assess / develop / recruit potential new leaders for NAFSA leadership positions and assist Chair Stream in recruiting, selecting and training replacement. Serve as mentor to successor
- Identify potential members and encourage membership in NAFSA
- Initiate special activities
- Serve as an information resource for state members
- Disseminate information via the state listserv with regard to regional and national activities and opportunities
- Review and recommend PAN NAFSA sessions
- Identify Region VII award nominees from the state
- Organize the Region VII conference raffle. Includes soliciting volunteers and giveaways
- Assist with Region VII Newcomers Luncheon and Mentor Program

- Contribute news-worthy articles on activities in the state to the Region VII newsletter

Overall Responsibilities - Regional Conference

- Encourage state participation in regional workshops and sessions
- Attend and participate in all Regional Team meetings
- Solicit session proposals for the regional conference
- Identify special needs of the state such as session and/or workshop topics for the regional conference

Overall Responsibilities - Annual Conference

- Attend and participate in regional meetings at the national conference (i.e., team meeting, regional update, etc.).

Benefits:

NAFSA Region VII provides access to resources and networking throughout the year. Some of the benefits to you are:

- Meeting and networking with peers at other organizations institutions within the region
- Serving as mentor to others and identifying resources to the betterment of colleagues
- 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.