

POSITION DESCRIPTION (NAFSA REGION IV)

State Representative

Term: 2 Years

Appointment: By the Regional Chair-stream

Qualifications:

- A NAFSA and Region IV member
- Two years of relevant experience
- Demonstrated commitment to the field of international education
- Demonstrated commitment to the concept of professional development through participation in conferences and workshops
- Observance of NAFSA's Statement of Ethical principles
- Willingness to serve as part of the regional leadership by working with the chair-stream on the needs of the State and NAFSA Region IV
- Support of home institution to carry out responsibilities of the position, including attendance at required meetings (see below)
- Resides and/or works in the state that you are representing

Responsibilities:

- Represent the state on the Region IV team and within NAFSA
- Serve as liaison between Region IV and state international education organizations
- Help identify members in the state for regional or national leadership positions and awards
- Serve as an information source to individuals on opportunities offered through NAFSA
- Submit announcements and articles to the Region IV newsletter, as needed
- Encourage state international educators to get involved in regional conferences and activities
- Identify special needs of the state, such as workshop topics and session topics for the conference
- Help identify professionals in the state to assume team leadership positions, present at regional conferences, contribute to the team's work on behalf of the region (as on a task force, conference planning committee, or Knowledge Community network)
- Report activities within the state and share at the regional conference and spring team meeting
- Work with conference planner and chair stream to carry out specific regional conference responsibilities as identified at spring team meeting
- Perform other duties, as may be assigned by the Chair
- Assist new state representation during transition period

Required meetings and travel:

- Spring Team/Conference Planning Meeting (travel, shared lodging, and meals covered)
- Annual Conference (reimbursed \$100), attending these sessions as possible:
 - Region IV Team Meeting (attendance required for reimbursement)
 - Region IV Update Meeting
 - National Team Meetings related to your position
- Regional Conference (reimbursed \$100), attending these sessions as possible:

- Team Meeting (attendance required for reimbursement)
- Opening Reception
- Leadership or Newcomers Meeting
- All Special Events
- State meetings, as is possible

Benefits:

- NAFSA Region IV provides access to resources and networking throughout the year and the work could not be accomplished without the skills of an accomplished regional team. Some of the benefits to you are:
 - Meeting and networking with peers at other organizations and institutions within the region
 - Serving as a mentor to others and identifying resources to support the needs of individuals within the region
 - 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