

NAFSA: Association of International Educators
Region X
Position Description

BUSINESS MANAGER

- Term: Three years, two months
- Appointment: By the regional Executive Committee in consultation with the current Business Manager
- 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. Familiarity with QuickBooks preferred.
- Responsibilities:
- Attend all team meetings, regional conferences, and when possible, the Annual NAFSA Conference and Washington Leadership Meeting (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair):
 - 5 Team Meetings: Spring Team Training (Feb-March); Team Meeting at Annual conference (May-June); Summer Conference Planning Meeting (June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November)
 - Annual NAFSA Conference (May-June): attend NAFSA Chair Stream meetings, Regional Team Meeting
 - Washington Leadership Meeting (January): attend Business Manager and regional team meetings
 - Serve as member of the regional team's executive committee. Be included in all correspondence of the Executive Committee.
 - Take minutes of all Team Meetings and circulate to team members within two weeks following the meeting.
 - Work with Chair and Chair-Elect to develop budget and long-range financial planning. Advise on expenditures. Maintain financial records and process all payments. Submit projected non-conference budget during Spring Team Training.
 - Issue written financial reports to the team and to NAFSA Central as required. Provide oral and written reports to the membership.
 - Prepare an Annual Report of all financial activity to submit to NAFSA Central (Jan/Feb).
 - Arrange for annual independent audit (April/May) and submit required report to NAFSA Central.
 - Assist Chair-Elect in recruiting, selecting, and training replacement. Serve as mentor to successor. Handle transition of signatory powers at end of term.
 - Submit a written report of the previous year's activities to the Regional Chair (Feb/March) for distribution to regional membership.
 - Encourage all forms of professional development activity within the region.
 - Identify potential members and encourage membership in NAFSA.