

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

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

- Term: Two years, two months
- Appointment: By regional Executive Committee in consultation with the current State Rep
- 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.
- Responsibilities:
- Attend all team meetings, regional conferences, and when possible, the Annual NAFSA Conference. (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 regional team meetings
  - 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
  - Serve as liaison between state members and the regional team. 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.
  - At the regional conference, responsible for sessions/activities of interest to state members and the Newcomers Session in consultation with the Past-Chair (who is responsible for membership).
  - Organize an annual State Meeting. Complete a proposed budget in close consultation with the Business Manager.
  - Assist Chair-Elect in recruiting, selecting and training replacement. Serve as mentor to successor.
  - Submit a written annual report, including a financial report of expenses and revenues at the State Meeting, to the Regional Chair prior to the Spring Team Training.
  - Encourage all forms of professional development activity within the region.
  - Identify potential members and encourage membership in NAFSA.