

*NAFSA: Association of International Educators
Volunteer Position Description*

Position: 2017 RAC Chair

Committee/KC: Regional Affairs Committee

Term: January 1, 2016 – December 31, 2017

Updated: August 2015

Position Description

The Regional Affairs Committee (RAC) chair shall be appointed from members who have served as regional chair by the vice president for professional development and engagement (VPPDE) for a two-year term, with one year spent as chair-designate and one year as chair of the RAC. This committee is a national committee made up of each Past Chair of the current chair stream of each region.

During the first year only, the RAC chair-designate represents the regions at the Summer Planning Coordination Meeting which takes place at the NAFSA office in Washington, D.C. and includes KC chair-elects and the RAC chair-designate. In this capacity, the chair-designate of RAC provides leadership and oversight for the development, maintenance, and offering of training opportunities required for professionals engaged in the region, including participation in and the monitoring of ongoing, community-wide discussions in order to identify which issues may be addressed through training.

Position Purview/Portfolio from Standing Rules

- Facilitate the alignment of activities between the regional and the national level.
- Assess needs of regional leaders and design processes, guidelines, tools, training, etc., to serve them.
- Facilitate the development of sound business and leadership practices in the regions, consistent with the fiduciary obligations of the association—fiscal, legal, and ethical.
- Encourage members in the regions to provide their information in the member skills database for consideration for task forces and leadership positions for which they have particular expertise.

Major Functions and Responsibilities as RAC Chair-Designate

- Identify training priorities to support regional needs.
 - Promote regional awareness of professional development programming (such as the Academy, Core Education Program workshops, and Trainer Corps) and facilitate awareness of regional professional development needs.
 - Collaborate with Knowledge Communities (KCs) to determine medium and longer-term professional development needs for regional NAFSA members, regional international education communities, and regional leaders.
 - Voice concerns and considerations relating to regional perspectives when prioritizing professional development content.
- Draft the 2017 RAC work plan.
 - In accordance with members’ needs and the Board’s strategic plan, recommend training priorities and needed resources to RAC, KCs, and NAFSA staff partners for consideration for inclusion in the work plan for the following year.
- Participate in RAC meetings and support the RAC chair to develop support and resources to aid regional leaders with their responsibilities.
- When possible, participate in chair meetings and calls, provide updates on RAC’s work, and take note of resources needed for chairs and for the regional KC liaisons.

Major Functions and Responsibilities as RAC Chair

- Act as chair of the RAC.

- Mentor and train RAC chair-designate.
- Work with the NAFSA Regional Affairs unit and RAC chair-designate on regional training needs.
- Act as advisor to the regional chair-elect/chairs in matters of regional leadership/training.
- Coordinate RAC meeting agendas during WLM and NAFSA Annual Conference & Expo.
- Represent the RAC at the Coordinating Council Meeting at WLM.
- Maintain ongoing communication with the regional chair stream groups on matters and projects related to the Coordinating Council.
- Collaborate with the NAFSA Regional Affairs unit in coordinating communication, project development and implementation, and reporting within and between members of the RAC.
- Facilitate the completion of the RAC work plan.
- Oversee the generation of a report of RAC activities and progress of the RAC work plan.
- Sit on the Coordinating Council to represent regional past chair cohort.

Relationships with Other Members

- In 2016, the RAC chair-designate will shadow and collaborate with the current RAC chair and will mentor the RAC 2017 chair-designate.
- The chair is encouraged to stay abreast of developments within the RAC, chair and chair-elect cohorts, and promote in-region communication and mentorship.
- The RAC chair will collaborate with the KCs, the Membership Committee and the Leadership Development Committee to advocate priorities from the regional perspective and support the development of leadership training for regional leaders.

Relationships with NAFSA Staff Partners

The regional affairs committee chair will collaborate most closely with the following NAFSA staff.

- Staff partners will partner with the RAC chair to plan and prepare face-to-face meetings, and plan for and co-host monthly cohort conference calls. Staff partners will also work with the regional affairs committee to diagnose leadership needs and prepare training modules to support those needs.

Required Qualifications

- Completion of a successful three-year term in a regional chair stream within the last four years.
- Current NAFSA membership throughout length of volunteer service.
- Willingness to work to train successor throughout the two years as RAC chair-designate and RAC chair.
- Willingness to maintain regular monthly communication with RAC committee members.
- Interest in training and professional development (trainer corps experience preferred).
- Effective communication skills.
- Effective group facilitation skills.

Desired Qualifications

- Knowledge of the multifaceted community structures of NAFSA.
- Knowledge of the volunteer member-leader structures of NAFSA.
- Knowledge of the staff, tools, and resources of the NAFSA office.

If you wish to apply for this position, complete the member-leader application at <http://www.nafsa.org/applynow> and send a copy of your résumé to leadership@nafsa.org. Also, please include or update your skills and experience in NAFSA's Profile of Interest, Experience, and Expertise (PIEE) at www.nafsa.org/PIEE, as we are always searching the database for potential leaders.

Deadline for applications: September 14, 2015

NAFSA: Association of International Educators is a professional association driven by its Strategic Plan as established by the Board of Directors. The success of the association depends on the productive engagement of three key constituencies: the Board, member leaders, and staff. Member leaders are advocates for the association's

mission, vision, and values, who align their work closely with the Board through its Vice Presidents and with staff to carry out the Strategic Plan. Member leader roles are guided by objectives assigned by the Strategic Plan; by outcome accountabilities outlined in the Standing Rules; and by position descriptions for specific roles.