

NAFSA: Association of International Educators Volunteer Position Description

Position: Chair

Committee: Crisis Management Subcommittee

Term Dates: January 2015–December 31, 2016 (renewable once, four years max)

Committee Overview

The Crisis Management subcommittee serves under the Knowledge Community for International Student & Scholar Services (KC ISSS) and is charged with serving as “rapid responders” by conducting timely outreach to educational institutions during crisis situations, stay informed of crisis issues affecting the ISSS community and respond to requests for assistance, and participate in subcommittee activities to bring a greater awareness of crisis management resources currently available.

Position Overview

The chair of the Crisis Management Subcommittee leads a team of six to eight members which serve as crisis “rapid crisis responders.” The Chair provides leadership within the team in examining issues, trends, and emerging crisis management topics in the field. The Chair develops and oversees the implementation of an annual workplan, in support of the NAFSA Strategic Plan, to conduct outreach and engagement with the ISSS community, developing resources to facilitate a greater knowledge and understanding of crisis management planning.

Position Overview: Major Functions & Responsibilities of subcommittee members

- Oversee the development and implementation of the subcommittee’s workplan initiatives, outreach and engagement activities, development or updating of resources, and annual conference activities.
- Lead a team of “rapid responders” by communicating with institutions that are experiencing crisis situations and be willing to answer sensitive questions from members about crisis management.
- Serve as a resource for NAFSA educational products on crisis management (publications, sessions, workshops) and provide NAFSA staff with practitioner analysis, comments and feedback.
- Keep abreast of priority issues and concerns related to crisis management and work as part of a team to serve the membership regarding crisis related issues.
- Serves as a key liaison to the KCISSS Chair stream to provide updates on CMSC activities and relay important KCISSS updates to the CMSC subcommittee.
- Conduct outreach, post updates, and respond to questions on the network forums and/or regional list serves to keep the ISSS community informed of current resources, pressing/ongoing issues, news updates, and to promote the subcommittee’s work.
- Develop agendas and lead the subcommittee on quarterly scheduled calls that encourage active participation from all team members.
- Utilize the subcommittee workspace to maintain documents and levels of outreach related to subcommittee charge, goals, and activities. Conduct analysis on the effectiveness of the subcommittees outreach and seek improvement where necessary.
- Work with NAFSA staff to provide effective orientation and on boarding to new members of the subcommittee.

Volunteer Position Description

Chair, Crisis Management Subcommittee, KCISSS

Last Updated: July 16, 2014

Volunteer Commitment

- Four-six hours per month working on various tasks: agenda planning, orientating new members, work plan items, outreach and engagement, email communication, preparing for Annual Conference or Regional activities, or other duties as needed.
- Lead the CMSC closed leader meeting at the Annual Conference.
- Work closely with the NAFSA staff partner.

Required Qualifications

- Current NAFSA membership and continue membership throughout tenure.
- Superb communication skills and a willingness to engage with members about sensitive, challenging, or difficult issues.
- Experience leading an active team of volunteers in an outcomes-based environment through email, teleconference calls, virtual, and in-person meetings.
- Institutional support for this volunteer commitment to participate in quarterly conference calls, performs the duties of this position, and ideally, attends the Annual Conference.

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.

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.