

**NAFSA: Association of International Educators
Volunteer Member Leader Position Description**

Position:	Member-at-Large, Regulatory Compliance Representative
Committee/KC:	Education Abroad Regulatory Practice Committee (EA RP)
Term:	January 1, 2017–December 31, 2018 Two-year term, renewable ONCE
Last Updated:	May 2016

Committee Overview

The Education Abroad Regulatory Practice Committee (EA RP) is charged with identifying government-related practices and procedures that affect international educators, specifically those who work in education abroad. NAFSA's Board of Directors assigned the following outcomes to this committee:

- Develop and maintain a system to receive regulatory practice issues related to education abroad programs and students, from members and other sources.
- Identify regulatory and practice issues that need action through regulatory liaison by staff, or members as requested by staff.
- Identify practice items to be referred to knowledge communities for action through further education and practice resources.
- Assist the vice president for public policy and practice (VPPPP) in communicating to members on regulatory practice issue.
- Identify those issues that are longer-term public policy issues and forward them to the VPPPP for consideration.

Position Overview

The regulatory compliance representative serves as a member-at-large on the EA RP committee and is appointed by the VPPPP.

Major Functions and Responsibilities

- Identify U.S. regulatory issues that require committee attention.
- Keep abreast of changes in U.S. regulations and report on these to the committee.
- Recruit regulatory compliance officers for participation on panels organized by the committee at national and regional meetings.
- Working closely with the EA RP government liaison, lead EA RP Committee efforts to ensure conference content related to regulatory issues is timely and of interest to conference attendees.
- Recruit and lead working groups focusing on compliance issues.
- Proactively work with the EA RP government liaison to identify emerging regulatory

policies that affect the field of education abroad.

- Coordinate with the EA Knowledge Community to serve the needs of the EA community on health and safety, risk management, and other regulatory issues.
- Assist in announcing changes related to education abroad regulatory practice and updates via NAFSA network discussion forums, regional listservs, and other listservs relevant to the field of education abroad.
- Work with NAFSA EA services staff on collaboration with government entities.
- Serve on a subcommittee or task forces, as assigned.

Volunteer Commitment

- Two to four hours of work per month is average. Peak months are January for the Washington Leadership Meeting (WLM) preparation, May for the NAFSA annual conference, and June to July for regional conference proposal submission.
- Participate in regular teleconferences with the EA RP Committee.
- Meet with the committee at WLM in January (travel and per diem provided by NAFSA).
- Meet with the committee at the annual conference during the preconference period if attending annual conference (at own expense).

Required Qualifications

- Current NAFSA membership throughout length of volunteer service
- Knowledge of the needs of the field in practice areas related to government issues
- Ability to communicate with colleagues and government officials in a collegial and diplomatic fashion
- Expertise in education abroad and regulatory compliance
- Management skills in delegation and resource management
- Strong leadership, analytical, communication, and administrative skills
- Ability to work effectively with a team in an outcomes-based environment
- Willingness to adopt organization-wide perspectives

If you wish to apply for this position, complete the member-leader application at www.nafsa.org/applynow.

Deadline for applications: September 15, 2016

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, and align their work closely with the board through its vice presidents and with staff to carry out NAFSA's Strategic Plan. Member leader roles are guided by objectives assigned by the Strategic Plan, outcome accountabilities outlined in the standing rules, and position descriptions for specific roles.