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

Position:	EA RP Committee Member, Government Liaison
Committee/KC:	Education Abroad Regulatory Committee (EA RP)
Term:	January 1, 2017–December 31, 2018 Renewable ONCE
Last Updated:	July 2016

Overall Responsibility

As assigned by the committee chair, liaise with U.S. agencies such as the State Department and the Department of Education. This position is appointed by the vice president of public policy and practice (VPPPP).

Purview/Portfolio

The committee 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 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.

Major Functions and Responsibilities

- Stay informed about current federal regulations that affect education abroad and potential changes to those regulations.
- As assigned by the committee chair, liaise with U.S. agencies such as the State Department, the Department of Education, and other relevant agencies.
- In conjunction with NAFSA staff, invite U.S. government officials as a resource for sessions at the annual conference, regional conferences, and the Washington Leadership Meeting (WLM).
- If requested by the committee chair, provide information or expertise helpful to the Education Abroad Knowledge Community (EA KC), particularly in keeping website resources that affect education abroad current.
- Serve on subcommittee and task forces as assigned.

Volunteer Commitment

- The length of term is two years. The estimated time commitment is approximately two to four hours per week, but varies considerably from month to month. Peak months are January for WLM preparation and April–September for the annual conference and regional conference meetings.
- Meet with the committee at WLM (travel and per diem for WLM provided by NAFSA), and at the annual conference. Meet with the committee at the annual conference during the preconference period.
- Participate in monthly teleconferences with the committee.

Required Qualifications

- Current NAFSA membership throughout length of volunteer service
- Current or former federal government employee highly preferred, with experience in international education and federal regulations
- An understanding 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
- Demonstrated expertise in education abroad
- Interest in and ability to attend NAFSA regional conferences
- 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.