

NAFSA SUBCOMMITTEE CHARGE

To: Ravi Shankar, Vice President for Professional Development and Engagement

From: Lou Berends, Chair, Education Abroad Knowledge Community (EA KC)

Date: November 4, 2018

Re: **Request to renew an EA KC subcommittee: Health & Safety in Education Abroad Subcommittee**, exp. 12.2021

Sponsoring KC/ Committee	Education Abroad Knowledge Community
Proposed subcommittee Why is it needed? Is the work ongoing?	Issues of health, safety, crisis, and risk in education abroad have been addressed by the profession for a number of years. As more and more U.S. students study, work, research, or volunteer overseas, these safety issues will remain a priority for the field of education abroad. The subcommittee will provide a cadre of expert practitioners to produce resources critical to the profession.
Relates to which KC/sponsoring committee outcome/objective?	NAFSA Strategic Plan 2018-2020, Goals 3, 5, and 6 Standing Rule VII: Member-Leader Structures/Knowledge Communities Section A: Knowledge Communities (KCs) 1. Outcome Accountability: <ul style="list-style-type: none"> - Prioritize work and request and allocate resources in accordance with member needs and the Strategic Plan. KC work may include training programs, information management, Web sites, etc., designed and delivered through task forces, <i>subcommittees</i>, and networking among members. - Demonstrates an up-to-date understanding of member needs related to this knowledge community based on systematic assessment - Develop, maintain, and refresh a publicized set of model practices
Subcommittee outcome accountability What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables? .	<ul style="list-style-type: none"> - Contribute to EA KC Work Plan with suggestions for items related to health, safety, crisis and risk. - Develop resources on health, safety, risk assessment and crisis response in education abroad in accordance with the annual EAKC Work Plan. - Maintain a strong familiarity with NAFSA's resources and offerings on health, safety, risk assessment, and crisis response in education abroad. Assist members in locating these resources. - Maintain attentiveness to health, safety, risk assessment, and crisis response issues by observing, prompting, and participating in online discussions forums and reading NAFSA.news. Act as a resource for colleagues with questions and concerns throughout the year.

NAFSA SUBCOMMITTEE CHARGE

	<ul style="list-style-type: none"> - Encourage and facilitate the inclusion of content on health, safety, risk assessment and crisis response for consideration at annual and regional conferences, as appropriate. - Ensure that NAFSA webpages on health, safety, risk assessment and crisis response are relevant and current - Demonstrate current understanding of member needs for health, safety, risk assessment and crisis response.
<p>Subcommittee composition:</p> <p>Who selects chair?</p> <p>Number of members?</p> <p>Skills needed?</p>	<p>The subcommittee has Co-Chairs and they are appointed by the EA KC chair for a two-year renewable term, renewable once for a maximum of four years. One Co-Chair is also on the National EA KC Team and the position title is – Health & Safety Content Coordinator.</p> <p>NAFSA members interested in contributing to the subcommittee’s goals and tasks must apply during the leadership Open Positions which are during August/September. They will then be appointed by the EA KC Chair and EA KC Chair-elect with input from the Co-Chairs of the Health & Safety Subcommittee, for a two-year term renewable once. The term may be renewable once. Optimum size for the subcommittee is no less than 5 members and no more than 8 members.</p> <p>Co-Chairs as well as Subcommittee members require the ability to synthesize material and communicate it concisely, diplomatically, and effectively to an individual or the field through appropriate means. Members also need to have a solid grasp of the common challenges and potential solutions regarding health and safety issues.</p>
<p>Time commitment for Members</p>	<p>Three to four hours per month to complete assigned annual EA KC Work Plan items</p> <p>At a minimum, the subcommittee Co-Chairs will convene quarterly conference calls with additional calls, as needed, to accomplish work plan items.</p> <p>Members will be asked to attend an annual subcommittee meeting held in conjunction with NAFSA Annual Conference; to be available via e-mail to consult when issues arise; to volunteer for specific tasks and projects; to assist in the development and presentation of workshops, sessions and posters, and assist in producing resources.</p>
<p>National Resources Needed</p>	<p>Support for subcommittee conference calls, meeting space at the Annual Conference; NAFSA staff support for workspaces, and posting/updating resources on the NAFSA Website, and other guidance as needed.</p>
<p>Next review date</p>	<p>December 2021</p>
<p>Approved by Board (Date of meeting)</p>	<p>December 7, 2018</p>

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