

Getting involved in **NAFSA**

A Great Opportunity

Glenn Freeman, University of Central Oklahoma
Claudia Graves, Southern Methodist University
Olga Grieco, University of North Texas
Mark Powell, University of Texas at Austin

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NAFSA Region III 2010 Conference

Getting Involved in NAFSA

- Welcome & Audience Introductions
- Leadership Opportunities
 - State & Local
 - Regional
 - National
- Other Leadership Opportunities
- Resources
- Q & A

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Leadership Opportunities: NAFSA Structure

- Knowledge Communities
 - Education Abroad
 - International Education Leadership
 - International Students & Scholars
 - Recruitment Admissions & Preparation
 - Teaching Learning & Scholarship
- Networks
- Member Interest Groups

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State and Local Opportunities

- NAFSA Region III
 - State groups
 - State Meetings-Spring
 - City groups
 - Houston Forum
 - AMIE
 - Central Texas Education Abroad Group
 - Advocacy Day
 - Scholarships-\$750

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Current Team Members

- **Chair**
Samantha L. Slaight
Director, ESOL/International Student Services
North Lake College
- **Past Chair**
Olga Grieco
Assistant Director of International Initiatives
UNT-International
University of North Texas
- **Chair-Elect**
Glenn Freeman
International Student Advisor
University of Central Oklahoma
International Office
- **Treasurer**
Liz Branch
Assistant Director of International Services
Texas Christian University
Office of International Services
- **Newsletter Editor**
Meg Morgan
Associate Director, International Student Services
The University of Texas at Dallas
- **Conference Planner**
Alea Cot
Assistant Vice Chancellor & Director
Division of International Education
University of New Orleans

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Current Team Members

- **Conference Planner Apprentice**
Brenda Robati
President
The Language Company
- **Registrar**
Cory Owen
International Student Advisor
Rice University
- **Core Education Programs (CEP) Workshop Coordinator**
Bob Crosier
Director
International Student and Scholar Services
Texas Tech University
- **Development Chair**
Jane Clarke
US Associate Director for Study Abroad
Edge Hill University
- **State Liaison – Arkansas**
Takeo Suzuki
Executive Director for International Relations
University of Arkansas-Forth Smith
- **State Liaison – Louisiana**
Rachel Daroca
International Exchange Coordinator
Academic Programs Abroad
Louisiana State University

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Current Team Members

- **State Liaison – Oklahoma**
Diana Klinghagen
Counselor/International Student Advisor
Tulsa Community College
International Student Services
- **State Liaison - North Texas**
Claudia Graves
Director, International Student & Scholar Services
Southern Methodist University
- **State Liaison – South Texas**
Sophie Teasdale
International Student Advisor
Office of International Students
University of St. Thomas
- **Regulatory Ombudsperson - Student Issues**
Adam Harold
International Education Advisor
International Studies and Programs
University of North Texas
- **Regulatory Ombudsperson - Scholar and Employment Issues**
Loveness Schafer
Associate Director
Louisiana State University – Baton Rouge
- **Admissions Liaison**
Shelby Cearley
Senior Advisor
Texas Tech University

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Current Team Members

- **Two-Year Institution Liaison**
Sunny Garner
Coordinator of International Student Services
Oklahoma City Community College
- **Education Abroad Liaison**
Marsha Anderson
Director, Rome Studies Program
North Lake College
- **TechSIG Liaison**
Mark Powell
Desktop Support Specialist, School of Nursing
University of Texas at Austin
- **Region III Contacts Not Officially part of the Team but play a critical role**
Academy VII Co-Coach
Jane Clarke
US Associate Director for Study Abroad
Edge Hill University
- **Teaching, Learning and Scholarship KC Contact**
Veronikha Salazar
Associate Director, Multicultural Center
University of Arkansas – Fayetteville
- **International Education Leadership Liaison**
Michael Clarke
Executive Director
International Center
Southern Methodist University

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RIII Team Job Descriptions

- **Chair-Elect**
- **Term:** One year followed by one year term as Chair and one year term as Past Chair
- **Appointment:** Elected by the membership
- **Qualifications:**
 - NAFSA member
 - Demonstrated commitment to the field of international education. Must have served at least one year as a Region III Team Member
 - Support and encouragement by home institution to carry out the responsibilities of Treasurer
 - Respect of NAFSA colleagues in the Region
- **Responsibilities:**
 - Fulfills duties of the Chair in the Chair's Absence
 - Assists the Chair in coordinating the Region Team Meetings and Regional Conference
 - Assists the Chair and Past Chair in planning future Regional Conferences
 - Maintains communication with new NAFSA members in the Region
 - Coordinates New-Comers Reception during Regional Conference
 - Assists in the election process of the next Chair-Elect-Elect
 - Performs other duties as requested by the Chair and/or Past Chair

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RIII Job Descriptions Cont

- **Treasurer**
- **Term:** Three years or in accordance with the regional operating procedures
- **Appointment:** By the Regional Chair or in accordance with the regional operating procedures
- **Qualifications:**
 - NAFSA member
 - Demonstrated commitment to the field of international educational exchange
 - Willingness to serve as regional team member
 - Previous experience in managing sizable budgets
 - Previous experience at the regional level in international education activities
 - Support and encouragement by home institution to carry out the responsibilities of Treasurer
 - Respect of NAFSA colleagues in the Region
- **Responsibilities:**
 - Manage the assets of the region in accordance with the regional operating procedures and the national standing rules.
 - Work with the chair stream to prepare an annual budget and present it to the regional team for approval.
 - Maintain appropriate financial records and prepare annual or quarterly financial reports to the regional chair and team as specified in the regional operating procedures.
 - Submit annual financial reports to NAFSA by February 28 in compliance with the DC office requirements.
 - Select a CPA or a volunteer to perform an annual financial review, according to the NAFSA Audit Program, by May 30.
 - Work with the chair stream to make investment decisions based on the advice of a professional.
 - Maintain adequate documentation of all expenditures.
 - Deposit funds as quickly as possible after receipt.
 - Collect a completed form W-9 from each individual to whom checks totaling \$600 or more for services rendered were issued in the course of one year.
 - Work with the chair and the team to achieve fiscal responsibility for the region.

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RIII Job Descriptions Cont.

- **Conference Planner**
- **Term:** One year, as part of two-year commitment (one year as Apprentice and one year as Planner) in accordance with the regional operating procedures.
- **Appointment:** By the Regional Chair or in accordance with the regional operating procedures
- **Qualifications:**
 - NAFSA member
 - Demonstrated commitment to the field of international educational exchange
 - Willingness to serve as regional team member
 - Support and encouragement by home institution to carry out the responsibilities of Registrar
 - Respect of NAFSA colleagues in the Region
 - Excellent organizational and communications skills
 - Local arrangements experience preferred
- **Responsibilities:**
 - Serves on Region III Leadership Team
 - Attends NAFSA Winter Leadership Meeting workshop for Conference Planners
 - Plans, coordinates and executes the conference within terms of the contract in close cooperation with the Regional Chair
 - Coordinates conference activities of the Registrar, Development Officer, Communications Officer, and Local Arrangements Committee (LCA)
 - Reports to Chair Stream
 - Oversees liaison with hotel and service providers including, as appropriate AV, tables, shipping, procurement, food, printing, off-site and special events, and entertainment providers
 - Promotes the conference
 - Coordinates budget with Chair Stream
 - Coordinates arrangements for Team Meetings
 - Assists Regional Chair in conference evaluation and reporting.

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RIII Job Descriptions Cont.

- **Conference Planner Apprentice**
- **Term:** One year, as part of two-year commitment (one year as Apprentice and one year as Planner) in accordance with the regional operating procedures.
- **Appointment:** By the Regional Chair or in accordance with the regional operating procedures
- **Qualifications:**
 - NAFSA member
 - Demonstrated commitment to the field of international educational exchange
 - Willingness to serve as regional team member
 - Support and encouragement by home institution to carry out the responsibilities of Registrar
 - Respect of NAFSA colleagues in the Region
 - Excellent organizational and communications skills
 - Local arrangements experience preferred
- **Responsibilities:**
 - Assists Conference Planner throughout conference year with planning, coordinating and executing Region III conference
 - Performs duties assigned by Conference Planner which may include working with Regional Leadership Team members, Local Arrangements personnel, hotel staff, vendors and exhibitors
 - Promotes the conference

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RIII Job Descriptions Cont.

- **Development Chair**
- **Term:** Three years or in accordance with the regional operating procedures
- **Appointment:** By the Regional Chair in consultation with the current Development Liaison
- **Qualifications:**
 - NAFSA member
 - Knowledgeable about businesses and organizations interested in NAFSA, its regional activities and members
 - Willingness to serve as regional team member
 - Support and encouragement by home institution to carry out the responsibilities of Development Chair
 - Respect of NAFSA colleagues in the Region
- **Responsibilities:**
 - Recruit sponsors, exhibitors and advertisements to underwrite the Regional Conference and other projects as identified by the Region
 - Write articles for Region III newsletter
 - Attend Region III team meetings
 - Early spring - planning meeting
 - May/June - during national conference
 - October/November - Pre/post regional conference
 - Coordinate logistics of all exhibit and sponsor activities before, during and after the regional conference
 - Recruit an LAC volunteer to ensure smooth arrival, set up, teardown and hospitality for the exhibitors and sponsors

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RIII Job Descriptions Cont.

- **Development Chair (cont'd)**
 - Work with the Chair and conference LAC to host a pre conference reception for the exhibitors and sponsors
 - Find and purchase and distribute a certificate and token gift in appreciate to all exhibitors and sponsors within a budget to be determined by the Chair stream and finance committee. Consult Chair-elect for certificates and Regional Chair for gifts.
 - Maintain a list of organizations and individuals who are current or potential sponsors, partners, exhibitors, advertisers, etc. for various regional programs and activities. Track sponsor activity to aid further development and target development projects.
 - Ensure a smooth transition between the Conference Chairs and Sponsors, Exhibitors and Advertisers from one year to the next by passing on exhibitor agreements/contracts, advertising requests and other materials associated with the regional conference.
 - Identify and recruit new organizations or individuals for the regional sponsor list.
 - Identify and develop potential new sources of income for the region with the goal of diversifying the region's income sources.
 - Identify and develop potential new sources of financial or other resources of benefit to the general or individual regional members.
 - Identify, develop, and secure in-kind donations to the region, including audio-visual, computers, and other equipment needed by the regional conference.
 - Maintain professional and responsive correspondence with regional sponsors, exhibitors, and advertisers.

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RIII Job Descriptions Cont.

- **Knowledge Community Regional Representative-Education Abroad (KC-EA?)**
- **Term:** Two years or in accordance with the regional operating procedures
- **Appointment:** By the Regional Chair or in accordance with the regional operating procedures
- **Qualifications:**
 - NAFSA member
 - Demonstrated commitment to the field of international educational exchange
 - Willingness to serve as regional team member
 - Recent experience as an education abroad adviser
 - Support and encouragement by home institution to carry out the responsibilities of EA Rep
 - Respect of NAFSA colleagues in the Region
- **Responsibilities:**
 - Write articles twice a year for Regional newsletter; current topics of interest and encourage proposals for conference
 - Attend Region III team meetings
 - Early spring - planning meeting
 - May/June - during national conference
 - October/November - Pre/post regional conference
 - Advise Team what workshops should be presented at regional conference and State Meetings
 - Facilitate organization of EA sessions for regional conference
 - Review and rank EA session proposals
 - Notify all proposers which proposals have been chosen
 - Send time and room assignments to presenters

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RIII Job Descriptions Cont.

- **Knowledge Community Regional Representative-Education Abroad (KC-EA?) (cont'd)**
 - Facilitate session evaluations
 - Distribute evaluation forms for all EA sessions
 - Collect and return all completed evaluations to *war room*
 - Summarize evaluations and send to chairs of all EA sessions
 - Attend EA liaison meetings at National conference

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RIII Job Descriptions Cont.

- **Knowledge Community Regional Representative - International Students and Scholar Services (KCISSS)**
- **Term:** Two years or in accordance with the regional operating procedures
- **Appointment:** By the Regional Chair in consultation with the KCISSS Chair or in accordance with the regional operating procedures
- **Qualifications:**
 - NAFSA member
 - Demonstrated commitment to the field of international educational exchange
 - Willingness to serve as regional team member
 - Recent experience as an adviser to international students and scholars
 - Previous experience at the regional level in international education activities
 - Support and encouragement by home institution to carry out the responsibilities of KCISSS regional team representative
 - Respect of NAFSA colleagues in the Region
- **Responsibilities:**
 - Participate in regional team meetings as a representative of regional advisers to international students and scholars
 - Oversee sectional programming at the regional conference
 - Disseminate information of interest to KCISSS regional colleagues through regional newsletter and other appropriate channels
 - Encourage regional workshops that treat concerns of regional KCISSS colleagues
 - Identify and involve other KCISSS colleagues in the region who can help strengthen regional activities

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RIII Job Descriptions Cont.

- **Knowledge Community Regional Representative - International Students and Scholar Services (KCISSS) (cont'd)**
 - Notify KCISS National Chair of appointment, the beginning and end dates of the term of office, and email address for national KCISSS listserv.
 - Participate as member of the KCISSS national team; participate in email discussions, vote on team issues, aid in selection of national conference sessions and workshops, and attend National Team meetings at the national conference.
 - Serve as conduit between regional KCISSS members and the KCISSS national team, stimulating a bidirectional flow of information.

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RIII Job Descriptions Cont.

- **State Liaison**
- **Term:** Two years or in accordance with the regional operating procedures
- **Appointment:** By Outgoing State Liaison
- **Qualifications:**
 - NAFSA member
 - Demonstrated commitment to the field of international educational exchange
 - Willingness to serve as regional team member
 - Support and encouragement by home institution to carry out the responsibilities of State Liaison
- **Responsibilities:**
 - Gather information for the membership directory and forward that information to the membership chair.
 - Collect information on action or proposed action of the State Legislature that would affect foreign students and forward it to the regional chair.
 - Serve as a communication network for the dissemination of information from the various NAFSA task forces and committees that is of immediate importance and cannot be effectively disseminated through the usual channels, such as the Newsletter or e-mail, because of such considerations as time.
 - Identify special needs of the state, such as workshop topics and session topics for the conference.
 - Contribute articles to the Newsletter or e-mail on interesting activities in the state.
 - Contact all institutions in the state and indicate willingness to serve as an information source for all kinds of foreign student-related matters. This would involve being aware of the activities and opportunities offered through NAFSA and knowing whom to contact for further information about them.

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RIII Job Descriptions Cont.

- **State Liaison (cont'd)**
 - Serve as a public relations person for NAFSA by providing information on membership, meetings, and professional development opportunities to institutions in the state.
- **State Liaison – Responsibilities**
 - Identify NAFSANS who are retiring so that they may be honored by the region.
 - Ensure the state website is kept updated.
 - Coordinate and facilitate the annual state meeting.
 - Promote advocacy action by state members.
 - Encourage state members to monitor the national NAFSA website and maintain their profile information.
 - Encourage socialization between state members by organizing informal occasional gatherings.

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RIII Team for 2011 and Vacancies

- **Chair:**
Glenn Freeman
International Student Advisor
University of Central Oklahoma
International Office
- **Past Chair:**
Samanthia L. Slaight
Director, ESOL/International Student Services
North Lake College
- **Chair-Elect:**
Claudia Graves
Director, International Student & Scholar Services
Southern Methodist University
- **Conference Planner:**
Brenda Robati
President
The Language Company

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RIII Team for 2011 and Vacancies

- **N. Texas State Liaison:**
Kelli Anderson
Assistant Director
SMU Abroad
- **S. Texas State Liaison:**
Krista Tacey
Director, International Student Services
Texas A&M University
- **International Student & Scholar KC Liaison:**
Meg Morgan
Associate Director, International Student Services
The University of Texas at Dallas

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RIII Team for 2011 and Vacancies

- **EA Liaison:**
Laura Moix,
UA Faculty Led Advisor
& Exchange Coordinator
Office of Study Abroad & International Exchange
University of Arkansas

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RIII Team for 2011 and Vacancies

- *Non team ... but sponsored*
- **Academy VIII Coach:**
Shelby Cearley
Senior Advisor
Texas Tech University
- **TechSig:**
Daniel Escobar
The Language Company

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RIII Team for 2011 and Vacancies

- VACANCIES**
- Conference Planner Apprentice
- Reg. Ombudsperson Student Issues
- Admissions Liaison
- Two-Year Institutions Liaison

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Other Opportunities

- A good starting point to get involved is on the state level. If your state is hosting a Region III conference consider being a volunteer on the Local Arrangements Committee. Here are some examples of LAC Volunteer positions.
- Conference Logo and Program Cover
- Session and Room Organization
- Conference Bag Design
- Education USA Host
- Silent Auction Coordinators –
- Restaurant Hops
- Music Hops
- Entertainment Coordinators
- New-comer gifts
- Conference Evaluations
- Shipping & Receiving Coordination
- Off-site event point person
- Hospitality
- T-shirts
- Signage

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National Opportunities

- Positions Currently Open
 - [Current National Opportunities](#)
- Selection Process
 - [Volunteer Selection Process](#)
- Volunteer Application Form
 - [Volunteer Application Form](#)

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NAFSA Expertise Profile

- NAFSA Expertise Profile—available only via member login
 - <http://www.nafsa.org/mynafsa>
- Used to recruit new Team members
- Used to identify possible Trainer Corps members

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Other Leadership Opportunities

- Mentor at Regional and Annual Conferences
- Volunteer at Annual Conference
- Contribute to NAFSA Publications
 - NAFSA.News
 - International Educator
- Serve on Task Forces (short-time commitment)

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Resources

- Your Supervisor
- NAFSA Colleagues
- NAFSA Region Team Members
- NAFSA Website
- Region Website & Listserv
- State Representative
- Network, Network, Network!!!

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