JOB DESCRIPTION

Secretary

Term: Three years

Appointment: By Regional Chair-stream

Qualifications:

- A NAFSA and Region IV member
- Previous experience in international education with strong writing, editing, journalistic, and computer skills
- Support and encouragement of home institution to carry out responsibilities including participation in:
  - Region IV fall conference, Region IV team meeting and the NAFSA town meeting
  - Spring team training (expenses covered)
  - National NAFSA conference Region IV team meeting
  - National NAFSA conference Region IV Update meeting

Responsibilities:

1) Take minutes at all of the regional team and regional update meetings and ensure minutes are posted to regional web site, regional google drive and any other relevant location.
2) Work with Region IV Communications Coordinator to ensure past communications are stored in an organized way
3) Organize Regional Documents in the regional google drive in a way that is consistent to allow team easy and logical access to past and present documents and tools
4) Update Regional Operating Guidelines on an annual basis through obtaining input from team members.
5) Make suggestions for technical improvements to ensure quicker, more reliable, and more effective documentation of team and regional activities.
6) Ensure a smooth transition for the successor to the Region IV Secretary
7) Store all material used or developed on the NAFSA Region IV Google Drive