

NAFSA: Association of International Educators
Region X
Position Description

BUSINESS MANAGER

- Term:** Three years, two months
- Appointment:** By the regional Executive Committee in consultation with the current Business Manager
- Qualifications:** A NAFSA member. Minimum of two years experience in the field of international education. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops. Familiarity with budgeting and finance preferred.
- Time Commitment:** One hour per week, with increased responsibilities after team meetings and national and regional conferences, in addition to time commitment for conference calls and meetings.
- Responsibilities:** Attend all team meetings, regional conferences, and when possible, the Annual NAFSA Conference and Washington Leadership Meeting (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair):

4 Team Meetings: Spring Team Training (Feb-March); Team Meeting at Annual conference (May-June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November)
Annual NAFSA Conference (May-June): Attend NAFSA Chair Stream meetings, Region Business Manager/Treasurer Cohort Meeting, Regional Team Meeting, Regional Business Meeting
Washington Leadership Meeting (January): Attend Business Manager/Treasurer Cohort Meeting and regional team meetings
Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Provide updates to team about regional finance for the regional conference
Cohort calls (monthly): Participate on conference call with other regional business managers and treasurers

- Serve as member of the regional team's executive committee. Be included in all correspondence of the Executive Committee.
- Process reimbursements and payments through bill.com in a timely manner.
- Work with Chair and Chair-Elect to develop budget and long-range financial planning. Advise on expenditures. Maintain financial records and process all payments. Submit projected non-conference budget during Spring Team Training.
- Issue written financial reports to the team and to NAFSA National as required. Provide oral and written reports to the membership.

- Prepare an Annual Report of all financial activity to submit to Chair Stream and NAFSA National (Jan/Feb).
- Assist Chair-Elect in recruiting, selecting, and training successor. Serve as mentor to successor. Handle transition of signatory powers at end of term.
- Encourage all forms of professional development activity within the region.
- Identify potential members and encourage membership in NAFSA.

Revised February 2017