

NAFSA: Association of International Educators
Region X
Position Description

CHAIR

- Term:** One year, two months
- Appointment:** Rotates into position from position of Chair-Elect. If Chair-Elect cannot serve, see Standing Rules for replacement process.
- Qualifications:** A NAFSA member. Minimum of one year of previous service on regional team. Served as Chair-Elect. Interest in and commitment to the position along with time and willingness to serve NAFSA. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Time Commitment:** Two to three hours 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/Cohort meetings, Regional Team Meeting, Regional Business Meeting, Region X Past-Chairs' Reception
Washington Leadership Meeting (January): Attend NAFSA Chair Stream/Cohort meetings and regional team meetings
Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Working with the business manager, provide updates to team about regional finance for the regional conference
Cohort calls (monthly): Participate on conference call with other regional chairs

- Serve as member of the regional team's executive committee. Serve as mentor for Chair-Elect.
- Manage all affairs of the Region including: preparing the agendas and chairing all meetings at the regional and national conferences; conducting Spring Team Training in coordination with the Past-Chair and Chair-Elect; coordinating with NAFSA and Conference Planners to arrange for facilities for Spring Team Training and other

planning meetings; serving as the primary contact for NAFSA; and submitting all required reports to NAFSA.

- Serve as Chair of the Region X Conference: identify a chairperson for the Local Arrangements Committee; work with conference planners to identify ideas and work plans for the Local Arrangements Committee chair; develop online and print Registration Form with NAFSA; work with Communications Manager to disseminate conference information; work with Communications Manager on the design and content of any print or online conference program; responsible for delegating and ensuring that all logistical goals are met (including the schedule, hotel arrangements; food, transportation, entertainment, etc.); inform NAFSA of the location, date, logistics, and program of the conference; prepare Annual Conference Report for NAFSA.
- Coordinate the region's nomination for Regional Highlights for the national NAFSA Annual Conference.
- Hold Site Visits and sign hotel/event contracts for future Region X conferences.
- Manage the financial affairs of the region in coordination with the Business Manager.
- Encourage all forms of professional development activity within the region.
- Identify potential members and encourage membership in NAFSA.
- Represent NAFSA at non-NAFSA functions.

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