

**NAFSA: Association of International Educators
Region X Position Description**

**CONFERENCE PLANNER
(Lead and Designate)**

- Term: Two Years, two months
- Appointment: By the regional Executive Committee in consultation with the current Lead Conference Planner
- Qualifications: A member of NAFSA in Region X. 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. Ability to travel to potential regional conference sites.
- Time Commitment: One hour per week average for January to May, with increased responsibilities after Annual Conference of at least 4 hours per week, in addition to time commitment for conference calls and meetings.
- Responsibilities: Attend all team meetings, regional conferences, and when possible, the Annual NAFSA Conference (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair):
- 4 Team Meetings: Spring Team Training (February-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 Conference Planner Cohort and Regional Team meetings;
Washington Leadership Meeting (January) for Conference Planner Lead ONLY: Attend Conference Planner Cohort meeting and regional team meetings
Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Provide updates to team about conference planning for the regional conference
Cohort calls (monthly): Participate on conference call with other regional conference planners
- In conjunction with the Regional Leadership, establish long-range plans and make contract negotiations and physical/practical arrangements for the annual regional meeting.
 - In consultation with the Regional Leadership, identify potential cities for regional conference and, once a city or cities have been selected, liaise with the appointed NAFSA hotel negotiator to contact hotels and begin conference planning process.
 - Serve as a liaison between the Regional Leadership and the conference hotel.
 - Responsible for all catering set-up (including the pre-conference) and for communicating the room arrangements and audiovisual needs with the hotel.
 - During the Regional Conference, serve as liaison between the hotel staff and the Regional Leadership for changes to catering, audiovisual orders, and other site arrangements.
 - For the Conference Planner Designate - serve as conference registrar, organizing volunteer team, and assist Conference Planner Lead as assigned. For the Conference Planner Lead - assist Chair in planning all aspects of the regional conference and train the Conference Planner Designate through a year-long apprenticeship.