

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

Regional knowledge Community Liaison

- Term: Two years, two months
- Appointment: By the regional Executive Committee in consultation with the current regional knowledge community liaison
- Qualifications: A NAFSA member. Minimum of two years experience in the field of international education. A demonstrated commitment to international education and exchange, and a demonstrated commitment to the concept of professional development through participation in conferences and workshops. Ability to foster communication between the national and regional team. Be observant of NAFSA's Statement of Ethical Principles. Has experience as a presenter or coordinator on the regional level. Must have institutional support for acceptance of responsibilities.
- Time Commitment: One hour per week for national and regional calls with increased responsibility before and after annual conference for conference calls, proposal reviews, and meetings.
- Responsibilities: Attend all team meetings, regional conferences, state conference, 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 (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 KC Liaison meeting, appropriate KC meetings if held, regional team meeting, regional business meeting
Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Report on KC activities to the Regional Team

- Serve as a member of the regional team, keeping KC interests in mind.
- Serve as the primary source of timely/relevant information on the Region X website.
- Serve as a liaison between regional KC members and the KC national team, stimulating a two-way flow of information.
- Serve on the conference planning teams and assist with conference events as needed.
- Participate in virtual discussions/conference calls on national KC networks.
- Disseminate information of interest to KC members and non-members through articles in the regional newsletter and e-mails to the listserv within Region X.
- Serve as resource to KC constituents in the region; elicit feedback on issues.

Revised February 2017

- Encourage all forms of professional development activity within the region.
- Assess / develop / recruit potential new leaders for NAFSA leadership positions and assist Chair Stream in recruiting, selecting and training replacement. Serve as mentor to successor.
- Identify potential members and encourage membership in NAFSA.
- Initiate special activities. Encourage integration of KC with other NAFSA KC's through cross-KC programming.

Overall Responsibilities - Regional Conference

- Encourage regional workshops and sessions dealing with KC topics.
- Coordinate KC portion of the regional conference program.
 - Solicit proposals, identify and cultivate potential session chairs and topics.
 - Assist Workshop Coordinator with identifying workshop facilitators.
 - Review and work with session chairs to ensure that session descriptions are clear, concise and reflect intended content.
 - Chair/host a KC meeting at the regional conference
 - Read session evaluation forms for KC's sessions to nominate sessions for Regional Highlights at the national conference and give recommendations to Chair stream.