

NAFSA: Association of International Educators
Region X
Position Description

PAST-CHAIR

Term:	One year, two months
Appointment:	Rotates into position from position of Chair. If Chair cannot serve, see Standing Rules for replacement process.
Qualifications:	A NAFSA member. Served in the Chair Stream in the previous year. 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)
Cohort calls (monthly): Participate on conference call with other regional past chairs

- Serve as member of the regional team's executive committee. Serve as mentor for Chair and Chair-Elect.
- Represent the Region on NAFSA's Regional Affairs Committee (RAC).
- Assist Chair-Elect with training of regional team at team training and ensure outgoing team members provide successors with regional and mentoring materials as required by Standing Rules.
- Maintain and develop Region X archives with Secretary.

- Provide assistance with regional conference planning, as requested by the Chair.
- Oversee membership activities at regional conference and for the region. Identify nonmembers to invite to regional conference. Encourage member/nonmember networking.
- Assist with the nomination process for Chair-Elect. Coordinate election procedures.
- Oversee the nomination and selection of Region X Awards.
- Ensure that NAFSA and National Leadership are incorporated into the regional conference program. Coordinate involvement of visiting NAFSA staff and board members at regional conferences, including Plenary Speaker.
- 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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