

**NAFSA: Association of International Educators  
Two-Year College Representative**

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**Position:** Region VII Two-Year College Representative

**Appointment:** By the Regional Chair in consultation with current Region VII Two-Year College Representative

**Term:** 3 Years

**Qualifications:**

- A NAFSA member
- Minimum of 2 years' experience in the field of international education
- Demonstrated commitment to international education and exchange
- Demonstrated commitment to the concept of professional development through participation in conferences and workshops
- Ability to foster communication between the national and regional levels
- Observance of NAFSA's Statement of Ethical principles
- Demonstrated experience at the regional level (i.e., presenter, holding leadership position(s), etc.)

**Meetings:**

- Spring Team Meeting (February/early March) – (Region VII pays for mileage, shared lodging and meals)
- State Meetings, as is possible
- Annual Conference
  - Team Meeting
  - Regional Update Meeting
  - Position Meetings as appropriate
- Regional Conference
  - Newcomers Orientation
  - Opening Reception
  - All special events (i.e., plenary, closing celebration, regional business meeting)
  - Pre & Post Conference Team Meetings

**Overall Responsibilities - Year Round**

- Represent the interests of individuals who affiliate with two year colleges.
- Serve as the primary source of timely/relevant information on two year colleges for the Regional Website.
- Serve as a liaison between the community colleges and the Regional Team, stimulating a two-way flow of information.
- Serve as a liaison to the Regional State reps as it relates to timely/relevant resources for State Meetings.
- Participate in virtual discussions conducted by NAFSA National.
- Encourage professional development activity within the region.

- Assist Chair Stream in recruiting, selecting, and training replacement prior to the end of the three-year term.
- Ensure a smooth transition for the successor by serving as a mentor.

#### **Overall Responsibilities - *Regional Conference***

- Encourage regional workshops and sessions dealing two year colleges.
- Coordinate appropriate two year colleges 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 and concise and reflect intended content.
  - Chair/host a two year colleges meeting at the regional conference
  - Sit in (at least briefly) on each of your sessions to get a feel for how they are going. Take notes, if appropriate for comment or future planning. Get a head count of attendees.
  - Organize and read through Session Evaluation Forms for your sessions to nominate sessions for Regional Highlights at the national annual meeting.

#### **Overall Responsibilities - *Annual Conference***

- Attend and participate in regional meetings at the national conference (i.e., team meeting, regional update, etc.).

#### ***Benefits:***

NAFSA Region VII provides access to resources and networking throughout the year. Some of the benefits to you are:

- Meeting and networking with peers at other organizations institutions within the region.
- Serving as mentor to others and identifying resources to the betterment of colleagues.
- Gaining visibility on your own campus as a leader in the field of International Education.
- Building your resume by documenting your strengths and expanding your experience.
- Learning more about NAFSA's strategic directions and organizational structure.