

**NAFSA: Association of International Educators
Chair-Elect Position Description**

Position: Region VII Chair-Elect

Appointment: Becomes Chair-Elect at the end of the NAFSA Regional Conference following term as Chair-elect-Elect.

Term: 1Year

Qualifications:

- A NAFSA member
- Minimum of 2 years' experience in the field of international education
- Serves term as Chair-elect-Elect
- Previous service on regional team.
- Demonstrated commitment to international education and exchange and 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
 - Chair-Stream Meeting (s)
- 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

- Presides in the absence of the Chair at any Regional or Team Meeting.
- Attends NAFSA Washington Leadership meeting.
- Serves on the budget/executive committee.
- Responsible for the Travel Grant Award process for Advocacy Day and the Regional Conference.
- Attends and assists with future conference site visits with chair stream.
- Encourages professional development activity within the region.
- Conducts new leader orientation during Spring Team Meeting

Overall Responsibilities - Regional Conference

- Works with the Conference Planner to recruit the exhibitors for the regional conference.
 - Produces marketing materials for website and distribution at national conference.
 - Coordinates registration process for exhibitors.
- Oversees the exhibitors before and during the regional conference.
- Liaises with Conference Planner to facilitate exhibit hall layout/preparation for regional conference.
- Responsible for recruiting sponsorships and advertisement for regional conference.
 - Produced marketing materials.
 - Coordinate and maintain list of sponsors/advertisements.
 - Works with Local Arrangement Team to find local/regional sponsors.
- Serves as the host for conference members with special needs.
- Encourage regional workshops and sessions.
- Plans and implements newcomers orientation

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.