

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

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**Position:** Region VII Chair

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

**Term:** 1 Year

**Qualifications:**

- A NAFSA member
- Minimum of 2 years' experience in the field of international education
- Serve term as a Chair-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**

- Represent Region VII.
- Lead the regional team and preside at all Regional and Team Meetings.
- Attends NAFSA Washington Leadership Meeting.
- Participate in virtual discussions conducted by NAFSA national.
- Monitors the budget and accomplishment of goals.
- Serves as chair of the budget/executive committee.
- Conducts onsite visits for future conference locations and finalizes hotel, conference center contracts for that conference.
- Prepares Team Handbooks and updates Team roster.

- Appoints Team members to positions according to by-laws and sends letter of appointment.
- Appoint committee chairs as needed with approval of the Regional Team and assign duties as are appropriate to other members of the Regional Team.
- Encourage professional development activity within the region.

**Overall Responsibilities - *Regional Conference***

- Serves as overall coordinator of the regional conference, with the assistance of the Conference Coordinator, Local Arrangements Chair, and regional team.
- Conducts Spring Team Meeting at the conference venue.
- Establishes budget and goals for the upcoming conference.
- Encourage regional workshops and sessions.
- Compiles annual Region VII report for the NAFSA national office.
- Chairs the business meeting.

**Overall Responsibilities - *Annual Conference***

- Attend and participate in national conference meeting(s) (i.e., team meeting, regional update, etc.).
- Chairs the business meeting conference.

***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.