

NAFSA: Association of International Educators Conference Planner Position Description

Position: Region VII Conference Planner

Appointment: By the Region VII Chair

Term: 3 Year Term (1 year as Conference Planner Apprentice, 2 years as Conference Planner)

Qualifications:

- A NAFSA member
- Minimum of 2 years' experience in the field of international education
- Serve 1 year as Conference Planner Apprentice
- Excellent organizational skills
- Local arrangements experience is preferred
- 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)
- Annual Conference
 - Team Meeting
 - Regional Update Meeting
 - Conference Planner Meeting
- 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

- Attends NAFSA Washington Leadership Meeting.
- Plans, coordinates, and executes the conference within terms of the contract on close cooperation with the Regional Chair.
- Assists with site visits to conference locations.
- Works with chain on finalizing hotel, off-site venue, and conference center contracts for the conference and spring team meeting.
- 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.

Overall Responsibilities - Regional Conference

- Encourage regional workshops and sessions.
- Plans, coordinates and executes the conference within terms of the contract in close cooperation with the Regional Chair.
- Coordinates conference activities of the Registrar, Development Officer, Communication Officer, and Local Arrangements Committee (LCA).
- Reports to Chair Stream.
- Oversees liaison with hotel and service providers including, as appropriate AV, tables, shipping, procurement, food, printing, off-site and special events, and entertainment providers.
- Promotes the conference.
- Coordinates budget with Chair Stream.
- Coordinates arrangements for Team Meetings.
- Assists Regional Chair in conference evaluation and reporting.

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.