

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

Position: Region VII Past Chair

Appointment: At the end of the NAFSA Regional Conference following term as Chair.

Term: 1 Year

Qualifications:

- A NAFSA member
- 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)
- Annual Conference
 - Team Meeting
 - Regional Update Meeting
 - RAC 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

- Chair the Nominating Committee and perform other duties assigned by the current Chair.
- Assists with the site visit for future conference venue.
- Attends NAFSA Washington Leadership Meeting.
- Oversees all Award Recognition processes.
- Serves on budget/executive committee.
- Serves as archivist for Region VII, working with the Communication Coordinator, Chair and Treasurer.
- 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.
- Serves a membership chair for Region VII.

- Responsible for coordinating regional membership development activities initiated by the national membership committee, regional chairs, and membership chairs.

Overall Responsibilities - Regional Conference

- Coordinates all pre-conference workshops for the regional conference.
- Works with chair stream to ensure a successful conference.

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.