

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

Position: Region VII Treasurer

Appointment: By the Regional Chair

Term: 3 Years

Qualifications:

- A NAFSA member
- Minimum of 3 years' experience in the field of international education
- Previous experience in managing sizable budgets
- Support and encouragement of home institution to carry out the responsibilities of a regional treasurer
- Demonstrated commitment to the field of international educational exchange and the concept of professional development
- 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
 - Regional Treasurer's 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

- Manage the assets of the Region in accordance with the regional operating procedures and national standing rules
- Prepare an annual budget and present it to the Regional Team for approval
- Maintain appropriate financial records and prepare annual or quarterly reports for the Regional Chair and Team as specified in the regional operating procedures
- Submit annual financial reports to NAFSA by NAFSA deadlines in compliance with the National Office requirements
- Arrange for the mandatory annual audit
- Ensure the regional fundraising conform to the NAFSA Guidelines for Fundraising.
- Attend NAFSA Washington Leadership 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
- Support Regional Chair and Conference Planner by paying for conference expenses as arranged during planning process.
- Keep good records of conference financial activities for conference report.

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