

## **Region XI Position Description: Conference Chair-designate/Conference Chair**

**Term:** 2 years (one year each as Conference Chair-Designate, Conference Chair)

**Appointment:** Appointed by the Chair-stream

**Qualifications:** NAFSA member working or living in Region XI. Demonstrated commitment to the field of international educational exchange; Working knowledge of NAFSA as an organization, especially in Region XI. Attendance at past conferences. Support of home institution is required.

### **General responsibilities include:**

- Work closely with the Regional Chair in the planning and implementation of the regional conference
- Participate in regional team meetings to represent conference planning interests and to keep the Chair informed of planning, issues, and activities relating to the annual regional conference
- Attend and participate in the following events (costs covered by region and or national)
  - Washington Leadership Meeting (January; only the Conference Chair; costs covered fully)
  - Regional Team meeting (February/March; at location of fall regional conference; costs covered fully)
  - Annual Conference (May/June; attend Conference Chair meetings, regional update; costs responsibility of individual/home institution)
  - Region XI fall conference (October/November; participate fully in running the conference; hotel and registration costs covered fully)
- Assist the Chair in identifying potential candidates for the position of conference chair-designate for the next term

### **Specific conference duties include:**

- Prepare and monitor conference budget in conjunction with Treasurer
- Submit requests for payment to Chair-stream and Treasurer in a timely fashion
- Ensure the current year's hotel contract and insurance policies are in place
- Coordinate sub-committees including workshops, exhibitors, marketing, publications, job registry, local arrangements, volunteers, etc.
- Update the region through the region's website and list-serve regarding upcoming conference information and registration materials
- Solicit session proposals from regional members and colleagues
- Arrange the schedule of sessions selected by the Team, including rooms and AV/tech needs
- Prepare the conference registration software and hotel reservation information, and forward to Communications Representative for posting on website and notify the region through the list-serv when ready for use

- Coordinate preparation of conference program
- Serve as the principal contact for conference management companies (currently Experient), and for conference registration issues
- Support and coordinate with Exhibitor & Sponsorship Coordinators
- Serve as principal contact with the hotel conference representative
- Serve as principal trouble-shooter and problem-solver for conference attendees and presenters
- Communicate and coordinate with the Local Arrangements Committee to ensure the set-up and implementation of the hospitality table; local restaurant hops; travel and tourism information on the local area and attractions; local directions and transportation information; welcome letter from local officials; and management
- Coordinate volunteers, including collection and tabulation of session evaluation forms
- Coordinate with Chair-stream on preparation and implementation of conference evaluation
- Coordinate with Chair-stream on selection of Regional Highlight sessions
- Coordinate with Chair-stream on preparation of post-conference report for submission to NAFSA National by deadline
- Maintain records, including the conference training manual
- Assist in the training of the conference chair-designate

**Upcoming conferences:**

- 2019: Worcester, Massachusetts (October 29-31)
- 2020: Montreal, Canada (October 27-29) Bi-Regional with Region X; Region XI is Host Region
- 2021: TBA, Southern New England States being explored (CT, MA, RI)