

NAFSA: Association of International Educators Volunteer Member Leader Position Description (LDC)

Position: Chair

Committee/KC: Leadership Development Committee (LDC)

Term Dates: January 1, 2020 – December 31, 2021

Last Updated: January 2019

Overall Responsibility

The chair of the LDC manages a committee that is responsible for encouraging volunteer leadership and supporting systems to cultivate, recruit, and orient leaders. The year as chair-elect is focused on contributing to the organizational and project management duties of the work plan, partnering with and supporting the existing chair, assuming the duties of chair in their absence, preparing the LDC work plan, and attending in the Summer Coordination Meeting (with travel to Washington, D.C.).

The year as chair is focused on leading the LDC through virtual and in-person meetings to achieve the assigned outcomes of the work plan, monitoring progress of LDC activities, reporting progress to the VP PDE throughout the year, appointing members of the LDC team and its subcommittees, as well as creating opportunities for contributions from other interested members.

Purview/Portfolio

The LDC contributes to NAFSA's strategic objectives by working to ensure effective governance, leadership, communication, and coordination for the Association. The committee recommends to the Vice President for Professional Development and Engagement (VP PDE) policies and procedures for leadership in NAFSA. The committee supports the work of the association by identifying prospects for non-board-elected positions.

Major Functions and Responsibilities of the Committee

- Advise and support staff in the development and maintenance of a database of members with the skills, knowledge, competencies, experience, and commitment to work on behalf of the Association in all areas of the Association's work.
- Encourage members from underrepresented constituencies (e.g. those based outside the United States, those at community colleges, etc.) to provide their information in the member skills database for consideration for task forces and leadership positions for which they have expertise.
- Carry out the member-leader nominations process described in Rule IV.
- Educate Knowledge Community and Committee Chairs about available resources to support their search for qualified candidates for appointed positions.
- Create and maintain a leadership orientation program for future leaders, in coordination with the knowledge communities.
- Advise and support staff in the development and maintenance of a database of members with the skills, knowledge, competencies, experience, and commitment to work on behalf of the Association in all areas of the Association's work.

Relationships with Other Members

The Chair collaborates closely with the coordinating council and other KC and committee Chairs, as well as the VP PDE, to enhance work efforts across the association. The LDC Chair will lead the LDC in developing partnerships with knowledge communities, leadership committees, member groups, and regional teams. The chair serves on Coordinating Council for one year.

Relationships with the NAFSA staff

The Chair partners closely with the NAFSA staff partner assigned to this Committee. Effective relationships reflect and include responsiveness to phone calls/e-mail correspondence, timely delivery on responsibilities, open communication and mutual respect among other characteristics.

Volunteer Commitment

The chair serves a two-year term and is elected every year. The chair-elect serves one year assisting with organizational and project management duties, assumes duties of the chair in their absence, shadows the sitting chair, prepares a strategically driven work plan for following year, and then serves as chair in the following calendar year. Upon election, the incoming chair-elect should begin shadowing in the position by supporting and interviewing the sitting chair of the LDC.

On average, 15 hours per month will be needed to complete the ongoing work. This will increase to at least 20 hours per month during the heaviest period of work, in February, March, and May when committee members solicit names for potential candidates, review applications, interview applicants, and gather and review references. Peak months and duties are:

- **December/January/February:** Assist with orientation, onboarding new members, and recruitment of new leaders; prepare for and attend the Washington Leadership Meeting;
- **March/April/May:** Oversee elected-positions application vetting, interviewing, and finalist selection; prepare for and attend leadership meetings before the NAFSA Annual Conference and organizing LDC conference activities;
- **June:** Finalize recommended Elected Position Ballot and forward to VP PDE;
- **July/August/September:** Attend the Summer Coordination Meeting; collaborate on LDC regional conference assignments, prepare a work plan for subsequent year; and
- **October/November:** Submit a conference poster session proposal; debrief with team on accomplishments and identify future activities; complete an end of year work plan report.

NAFSA Meetings

Travel, per diem, and lodging expenses are reimbursed for national NAFSA meetings, except for those surrounding the NAFSA Annual Conference. The travel to/from the annual Conference, along with any meals and lodging for meetings before/during the conference, is not covered. Annual Conference registration is complimentary for the current chair and chair-elect. Lodging, travel and per diem is provided for the Washington Leadership Meeting (WLM) in January and the Summer Coordination Meeting for Chair-elects. Other operating expenses members incur in their offices/at home, such as copying, phone calls, etc. are not reimbursed. Large copying jobs should be referred to staff. Conference calls are set up by staff and covered by the association as necessary.

Please Note: If you are elected chair-elect of the Leadership Development Committee, you are not eligible to serve in another elected position until one full year after your term as chair of the Leadership

Development Committee has ended. Chairs are kindly asked to not present at Annual Conference pre-conference workshops because their attendance is necessary at the team's pre-conference meetings and other NAFSA events.

Diversity and Inclusion

All NAFSA leaders are expected to foster an inclusive environment and seek to learn and understand the multicultural perspectives of the committee/team, our constituents, and stakeholders to align with the NAFSA Diversity and Inclusion Statement. An expression of leadership in this area includes:

- Engagement of the committee/team to identify and implement strategies for increased personal outreach, recruitment, onboarding for all; especially diversity-focused and underrepresented groups.
- Increasing accessibility and participation from underrepresented groups, individuals, and institutions.
- Expansion of educational content within the committees' purview through intentional outreach and recruitment of diverse presenters and institutional types in partnership with various NAFSA groups.

Required Qualifications

- Understanding of NAFSA, volunteer leadership, and overall knowledge of the governance structure
- Knowledge of, ability to articulate, and promote the benefits and responsibilities of volunteer leaders
- Willingness to adopt association priorities and perspectives on volunteer development and management
- High strategic planning, management, networking, and delegation experience
- Strong coordination, analytical, oral and written communication skills
- Ability to work effectively with a team and with NAFSA staff in an outcomes-based environment
- Commitment to access and respond to e-mail in a timely fashion as well as communicate using online electronic tools/systems plus the online workspace structure
- Willingness and ability to travel for participation and representation at NAFSA meetings
- Manage unconscious bias in the assessment and decision-making process
- Recognized by peers for being energetic, innovative, and visionary
- Three or more years membership in NAFSA and current NAFSA membership
- Valid NAFSA membership through the length of the leadership term
- Ability to meet the volunteer commitment outlined and planning calendar deadlines

Desired Qualifications

- Previous NAFSA Leadership experience on more than one national committee or subcommittee.
- Familiarity with Microsoft Office suite.
- Skill and/or experience in presenting, facilitating, marketing, mentoring, and leadership training.
- Previous committee leader experience in NAFSA (local, state, regional, and/or national).
- Ability to represent the LDC by attending regional conferences (or conferences outside the U.S.)

If you wish to apply for this position, complete the member-leader application at <http://www.nafsa.org/applynow> and attach a copy of your resume.

Deadline for applications: March 15, 2019

NAFSA: Association of International Educators is a professional association driven by its Strategic Plan as established by the Board of Directors. The success of the association depends on the productive engagement of three key constituencies: The Board, member leaders, and staff. Member leaders are advocates for the association's mission, vision, values, diversity and inclusion, and ethical principles; who align their work closely with the Board through its Vice Presidents and with staff to carry out the Strategic Plan. Member leader roles are guided by objectives assigned by the Strategic Plan; by outcome accountabilities outlined in the Standing Rules; and by position descriptions for specific roles.