

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

Position: Chair, Regional Affairs Committee (RAC)

KC/Committee: Regional Affairs Committee

Term Dates: January 1, 2019 – December 31, 2020.

The Chair serves for one year (2019) as Chair-Designate and one year (2020) as Chair

Updated: July 2018

Overall Responsibility

Accomplish the outcome accountabilities per the NAFSA Standing Rules, as exhibited in RAC work plan priority items approved by the VP PDE. Provide leadership for the development and dissemination of knowledge needed by professionals engaged on regional leadership teams and in regional events and offerings. The position is appointed by, and accountable to, the vice president for Professional Development and Engagement (VP PDE).

Purview/Portfolio of the Regional Affairs Committee

RAC is a national committee made up of the immediate past chair of each regional leadership team. Its outcome accountabilities, as defined in NAFSA's Standing Rules, are:

- Facilitate the alignment of activities between the regional and the national level.
- Assess needs of regional leaders and design processes, guidelines, tools, training, etc. to serve them.
- Facilitate the development of sound business and leadership practices in the regions, consistent with the fiduciary obligations of the Association—fiscal, legal, and ethical.
- Encourage members in the regions to provide their information in the member skills database for consideration for task forces and leadership positions for which they have particular expertise.

Major Functions and Responsibilities as Chair-Designate

- Participate in RAC meetings at the Washington Leadership Meeting in February 2019 and January 2020.
- Participate in team calls throughout the year, observing and supporting the RAC chair where necessary.
- Participate in regional chair cohort meetings at WLM, attend calls prior to Annual Conference, provide updates on RAC's work, and take note of resources and supported needed by regional chairs.
- Co-facilitate monthly regional chair cohort calls following Annual Conference and develop agendas for those meetings in conjunction with NAFSA staff partner.
- Engage cohort members in 1:1 calls periodically throughout the year to provide individualized guidance and support.
- Share observations from one's own experience as a regional leader to provide insights about mitigating challenges in the leadership role.
- Collaborate with other committee and KC chairs-elect at Summer Coordination Meeting to determine medium- and longer-term professional development needs for NAFSA members and regional leaders.
- Draft work plan that aligns with the Board's strategic plan and addresses priority regional needs, in collaboration with regional leaders, national committees and teams, and Volunteer Leadership Development and Regional Affairs (VLDRA) staff.

Major Functions and Responsibilities as Chair

- Monitor progress of RAC work plan items and ensure their success. Report to VP PDE at least twice a year on RAC progress through mid-year and year-end reports.
- Co-facilitate meetings and monthly conference calls of RAC and develop agendas for those meetings in conjunction with NAFSA staff partner.

- Share observations from own experience as a regional leader to provide insights about mitigating challenges in the leadership role.
- Partner with RAC Chair-Designate, regional executive team cohort coaches, and NAFSA staff to identify insights, experiences, and expertise that inform leadership development priorities.
- Represent RAC on the President's Coordinating Council at Washington Leadership Meeting (WLM) and Annual Conference, and inform regional Chair stream groups on matters discussed.

Relationships with Other Members

This position will communicate regularly with the RAC team. The Chair collaborates with other knowledge communities, leadership committees, member groups, and regional teams to enhance work plan efforts across the association.

- The RAC chair represents regional teams in developing partnerships with other national committees and teams to complete identified work plan items and to further the work of the association.
- Participate in quarterly calls with regional cohort coaches to learn and discuss best practices of coaching, to stay abreast of developments within the other cohorts, , and to promote in-region communication and mentorship.
- Teams comprised of members including but not limited to RAC, Leadership Development Committee, and VLDRA staff will be co-creating leadership modules. The chair may be asked to review content or serve as an expert on a specific module.

Relationships with NAFSA Staff

The Chair works closely with the partners closely with the senior director and associate director of NAFSA's Volunteer Leadership Development and Regional Affairs Department. Effective relationships reflect the following characteristics, among others: Responsiveness to phone calls/e-mail correspondence; timely delivery of responsibilities; open Communication; mutual Respect

Volunteer Commitment

On average, 10-12 hours per month will be needed to complete ongoing work, which includes monthly calls and the following:

- January: Preparing for and facilitating regional cohort and executive team meetings at the Washington Leadership Meeting in February 2019 and January 2020
- February/March/April: One-on-one calls with cohort members and a quarterly call with coaches
- May/June: Preparing for and facilitating regional cohort and executive team meetings at Annual Conference & Expo
- July/August: Summer Coordination Meeting and one-on-one calls with cohort members
- September/November/December: One-on-one calls with cohort members and quarterly call with coaches
- Ongoing: Cohort call preparation and facilitation

NAFSA Meetings

Travel, per diem, and lodging expenses are reimbursed for national NAFSA meetings, except for those surrounding the NAFSA annual conference. Lodging, travel and per diem is provided for the Washington Leadership Meeting (WLM) in January, the Summer Coordination Meeting in July (applicable to the RAC Chair-Designate only). 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-designate. For the Washington Leadership Meeting (WLM) in January, lodging is provided via a shared room or a single room may be available at half the cost of a double room. Travel and per diem is reimbursed for WLM. 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.

Required Qualifications

- Demonstrated commitment to NAFSA regional leadership, including completion of a successful three-year term in a regional Chair stream within the last four years
- Registration for and active participation in the NAFSA Annual Conference & Expo
- Understanding of NAFSA, the regions, and demonstrated overall knowledge of the structure
- Knowledge of the benefits and responsibilities of NAFSA volunteer leadership, including NAFSA's mission, vision, and statement of ethical principles and diversity & inclusion
- Ability to promote NAFSA leadership and membership
- Knowledge of the benefits of NAFSA membership and leadership plus skill in articulating them
- Previous leadership experience and an excellent overall understanding of the association, with special attention to diversity and inclusion
- Willingness and ability to support the fulfillment of the RAC workplan
- Willingness to adopt organization-wide perspectives and RAC strategic priorities
- 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
- Valid NAFSA membership through the length of the leadership term
- Ability to meet the volunteer commitment outlined and planning calendar deadlines

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.

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.

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.