

Position: Regional Chair Coach

Committee/KC: Regional Chairs Cohort (11 regional chairs)

Term: ASAP – June 2020 (short-term assignment)

Last Updated: June 2019

Overview

The coach typically serves 18 months, though this position will be shortened due to the necessity of having a Coach for our current chairs-elect. This position will have four months with the 2019 chairs-elect cohort and six months with them in 2020 as regional chairs until the 2020 Annual Conference & Expo. This is a short-term opportunity, where the coach will work with the chair-elect cohort to foster collegiality and support their transition into their regional chair role. As a former regional chair, the coach will share perspectives on managing the work of a regional team, promote the sharing of best practices between regions, and provide on-going support and professional development.

Major Functions and Responsibilities

- Guide a cohort of regional leaders throughout the first period of their 3-year term.
- Co-facilitate meetings and monthly cohort calls and develop agendas for those meetings in conjunction with NAFSA staff partner.
- Generate dialogue across regions and consider emerging trends in the industry, in collaboration with Regional Affairs staff to address necessary skill areas for leaders.
- Engage cohort members in 1:1 calls periodically throughout the year to provide individualized guidance and support.
- Observe and identify challenges and needs presented by the regional leader cohort so that they can be addressed in conjunction with NAFSA staff.
- Take active role in planning and facilitating meetings with regional cohort at Washington Leadership Meeting (WLM) and the Annual Conference.
- Field questions and provide additional individual coaching when necessary.
- Collaborate with NAFSA staff to develop chair stream training skills and modules.
- Share or deliver training content to regional leaders.

Volunteer Commitment

- Estimated 10-12 hours per month to complete ongoing work.
- Participation in the Washington Leadership Meetings (WLMs) in January 2020 (funding for WLM is provided by NAFSA).
- Preparation for and attendance at pre-conference meetings at the NAFSA annual conference in late May 2020.

Required Qualifications

- Current NAFSA membership throughout length of the leadership term.
- Demonstrated commitment to NAFSA regional leadership, including completion of a successful three-year term in a regional Chair stream.
- Strong leadership skills in communication, organization, and project management, with an interest in team work and collaboration.
- Willingness to adopt association priorities and perspectives on volunteer development and management.
- Strong management skills, including delegation and group facilitation; willingness to provide training in multiple modalities including in-person and online.
- Ability to work effectively with a team and with NAFSA staff in an outcomes-based environment.

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Volunteer Position Description**



- Manage unconscious bias in the assessment and decision-making process.
- Ability to meet the volunteer commitment outlined and planning calendar deadlines.
- Institutional support for this volunteer commitment.

Relationships with Other Members

This position collaborates closely with other NAFSA leaders to enhance work efforts across the association.

Relationships with the NAFSA staff

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

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.