

NAFSA: Association of International Educators
Volunteer Position Description



Position:	Chair Designate/Chair
Committee/KC:	Regional Affairs Committee (RAC)
Term: January	2020–December 2021
Last Updated:	June 2019

Overview

This position serves for 1 year (2020) as Regional Affairs Committee (RAC) Chair-Designate and 1 year (2021) as RAC Chair. The RAC is a national committee made up of the immediate past chair of each regional leadership team. Its outcome accountabilities are:

- Facilitate the alignment of activities between the regional and the national level.
- Assess needs of regional leaders and the design processes, guidelines, tools, and training 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.

Major Functions and Responsibilities as Chair-Designate

- Participate in RAC meetings at the Washington Leadership Meeting (WLM) and 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 conferences, provide updates on RAC's work, and take note of resources and support needed by regional chairs.
- Cofacilitate monthly regional chair cohort calls following the annual conferences and develop agendas for those meetings in conjunction with NAFSA staff partner.
- Engage cohort members in one-on-one 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 the 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 Regional Affairs staff.

Major Functions and Responsibilities as Chair

- Monitor progress of RAC Work Plan items and ensure their success. Report twice a year on RAC progress through mid-year and year-end reports.
- Cofacilitate 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 on 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 WLM and annual conferences, and inform regional chair stream groups on matters discussed.

Volunteer Commitment

- Devote an estimated 10 to 12 hours per month needed to complete ongoing work.
- Participate in the WLMs in January 2020 and 2021. (Funding for WLM is provided by NAFSA.)
- Prepare for and attend preconference meetings at the NAFSA annual conferences in late May 2020 and 2021.

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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, email correspondence, timely delivery on responsibilities, open communication, and mutual respect, among other characteristics.

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 within the last 4 years
- 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
- Ability to work effectively with a team and with NAFSA staff in an outcomes-based environment
- Ability to manage unconscious bias in the assessment and decisionmaking processes
- Ability to meet the volunteer commitment outlined and planning calendar deadlines
- Institutional support for this volunteer commitment

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, constituents, and stakeholders to align with the NAFSA Diversity and Inclusion Statement. An expression of leadership in this area includes:

- Engaging the committee/team to identify and implement strategies for increased personal outreach, recruitment, and onboarding for all, especially diversity-focused and underrepresented groups
- Increasing accessibility and participation from underrepresented groups, individuals, and institutions
- Expanding 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 résumé.

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. They 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.