

NAFSA: Association of International Educators
Volunteer Position Description



Position: Cohort Coach, Regional Treasurer and Business Managers
Committee/KC: Regional Treasurers and Business Managers Cohort (11 regional treasurers)
Term: January 2020–December 2021
Last Updated: June 2019

Overview

The Regional Treasurer and Business Manager Coach serves a two-year term and supports the ongoing professional development of NAFSA's regional treasurers. The coach works with two successive cohorts to foster collegiality and support their task of managing regional finances. As a former regional treasurer or business manager, the coach will share perspectives on managing the regional finances, promote the sharing of best fiscal practices between regions, and provide ongoing support and professional development that empower treasurers and business managers to be resources on their regional teams.

Major Functions and Responsibilities

- Assist two successive regional treasurer and business manager cohorts in understanding and maximizing the potential of the treasurer's and business manager's roles within the teams.
- Generate dialogue across regions and collaborate with NAFSA Regional Affairs and accounting staff to address necessary skill areas for leaders.
- Share observations from one's own experience as a regional leader to provide insights on mitigating challenges in the treasurer and business manager roles.
- Observe and identify challenges and needs presented by the cohort to address in conjunction with NAFSA staff.
- Cofacilitate meetings and monthly cohort calls and develop agendas for these meetings with NAFSA staff partner.
- Take an active role in planning and facilitating meetings with regional cohort at Washington Leadership Meeting (WLM) and NAFSA annual conferences.
- Field questions and provide additional individual coaching when necessary.
- Review reporting practices and transition processes for regional finances.
- Work with regional treasurers and business managers to develop transition plans for resource and process documentation related to regional finance practices.

Volunteer Commitment

- Devote an estimated 10 to 12 hours per month 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.

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.

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Required Qualifications

- Current NAFSA membership throughout length of the leadership term
- Demonstrated commitment to NAFSA regional leadership, including completion of a successful term in a regional treasurer or business manager role
- 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
- Ability to manage unconscious bias in the assessment and decisionmaking processes
- Ability to meet the volunteer commitment outlined and planning calendar deadlines
- Experience with regional accounting system (Intacct) and payables system (bill.com), preferable
- 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.