

NAFSA: Association of International Educators
Volunteer Position Description



Position: Cohort Coach, Regional Chairs
Committee/KC: Regional Chairs Cohort (11 regional chairs)
Term: January 2020–June 2021
Last Updated: June 2019

Overview

The Regional Chair Coach serves 18 months: 1 year with the 2020 cohort of regional chairs-elect and 6 months with them in 2021 as regional chairs, concluding at the NAFSA 2021 Annual Conference & Expo. The coach works with the chair-elect cohort to foster collegiality and support their transition into their regional chair roles. 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 ongoing support and professional development.

Major Functions and Responsibilities

- Guide a cohort of regional leaders throughout the first period of their three-year term.
- Cofacilitate meetings and monthly cohort calls and develop agendas for those meetings in conjunction with the 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 one-on-one 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 an 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

- 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.

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

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- 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
- 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 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 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