

**NAFSA: Association of International Educators  
Volunteer Position Description- Region V**

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- Position:** Conference Coordinator/ Conference Coordinator Designate
- Appointment:** By the Regional Chair in consultation with Chair Stream and incumbent
- Term:** 2 Years (one year each as Conference Chair-Designate, Conference Chair), renewable

**Qualifications:**

- A NAFSA member
- Minimum of two years' experience in the field of international education
- Demonstrated commitment to international education and exchange
- Previous meeting/conference organization and registration experience
- Institutional support for attendance at meetings during pre-registration and conference registration
- Demonstrated commitment to international education and exchange and the concept of professional development through participation in conferences and workshops
- Ability to foster communication between the national and regional levels
- Observance of NAFSA's Statement of Ethical principles

**General responsibilities include:**

- Work closely with the Regional chair stream in the planning and implementation of the regional conference
- Participate in regional team meetings to represent conference planning interests and to keep the Chair informed of planning, issues, and activities relating to the annual regional conference
- Attend and participate in the following events (costs covered by region and or national)
  - Washington Leadership Meeting (January; only the Conference Chair; costs covered fully)
  - Regional Team meeting (February/March; at location of fall regional conference; costs covered fully)
  - Annual Conference (May/June; attend Conference Chair meetings, regional update; costs responsibility of individual/home institution)
  - Regional conference in the fall (October/November; participate fully in running the conference; hotel and registration costs covered fully)
- Assist the Chair in identifying potential candidates for the position of conference chair- designate for the next term

**Specific conference duties include:**

- Prepare and monitor conference budget in conjunction with Treasurer
- Submit requests for payment to Chair-stream and Treasurer in a timely fashion
- Ensure the current year's hotel contract and insurance policies are in place
- Coordinate sub-committees including workshops, exhibitors, marketing, publications, job registry, local arrangements, volunteers, etc.
- Update the region through the region's website and list-serve regarding upcoming conference information and registration materials
- Solicit session proposals from regional members and colleagues

- Arrange the schedule of sessions selected by the Team, including rooms and AV/tech needs
- Prepare the conference registration software and hotel reservation information, and forward to Communications Representative for posting on website and notify the region through the list-serv when ready for use
- Coordinate preparation of conference program
- Serve as the principal contact for conference management companies (currently Experient), and for conference registration issues
- Support and coordinate with Exhibitor & Sponsorship Coordinators
- Serve as principal contact with the hotel conference representative
- Serve as principal trouble-shooter and problem-solver for conference attendees and presenters
- Communicate and coordinate with the Local Arrangements Committee to ensure the set-up and implementation of the hospitality table; local restaurant hops; travel and tourism information on the local area and attractions; local directions and transportation information; welcome letter from local officials; and management
- Coordinate volunteers, including collection and tabulation of session evaluation forms
- Coordinate with Chair-stream on preparation and implementation of conference evaluation
- Coordinate with Chair-stream on selection of Regional Highlight sessions
- Coordinate with Chair-stream on preparation of post-conference report for submission to NAFSA National by deadline
- Maintain records, including the conference training manual
- Assist in the training of the conference chair-designate

**Benefits:**

NAFSA Regions provide access to information, resources, and networking throughout the year. The work could not be achieved without the skills and efforts of an accomplished regional team. Some of the benefits to you are:

- Meeting and networking with peers at other organizations and institutions within the region
- Serving as mentor to others and identifying resources to the betterment of colleagues
- Gaining visibility on your own campus as a leader in the field of International Education
- Building your resume by documenting your strengths and expanding your experience.
- Learning more about NAFSA's strategic directions and organizational structure.