

## NAFSA: Association of International Educators – Region V Volunteer Position Description

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**Position:** Education Abroad: Short-Term and Faculty-Led Programs

**Appointment:** By the Regional Chair

**Term:** 3 Years

**Qualifications:**

- A NAFSA member
- Minimum of two years' EA-related experience in the field of international education
- Demonstrated commitment to international education
- Demonstrated commitment to 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
- Experience as a presenter at the regional level preferred

**Meetings:**

- Spring team meeting (late February/early March) – *expenses covered by Region V*
- Annual Conference (late May)
  - Team Meeting
  - KC Liaison Meeting
  - Regional Update Meeting
- ❖ Regional Conference (late October/early November)
  - Newcomers Meeting
  - Opening Reception
  - Business Meeting
  - Any Special Events
  - Post-Conference Team Meeting

**Overall Responsibilities - Year Long\***

*\*With Special Emphasis on Short-Term and Faculty-Led Programs*

- Attend, participate, and serve as a responsible member of the regional team while keeping KC -EA interests in mind
- Disseminate information of interest to the KC EA members and the Region via the Region V website, Facebook, Twitter, newsletter emails, and conferences
- Serve as a liaison between regional KC-EA members and the KC-EA national team, stimulating a two-way flow of information
- Participate in virtual discussions of national KC-EA network(s)

- Serve as a resource to KC-EA constituents in the region, elicit feedback on issues, and share KC-EA activities/updates with the Regional team and to members (and non-members) from any/all meetings
- Encourage all forms of professional development activity within the region
- Assess, develop, and recruit potential new leaders for NAFSA leadership positions
- Assist chair stream in recruiting, selecting and training replacement and serve as mentor to successor
- Identify potential members and encourage membership in NAFSA
- Encourage integration of KC-EA with other NAFSA KCs through cross KC programming

### **Overall Responsibilities\***

*\*With Special Emphasis on Short-Term and Faculty-Led Programs*

- Encourage regional workshops and sessions dealing with EA topics
- Coordinate appropriate EA portion of the regional conference program
  - Solicit proposals, identify and cultivate potential session chairs and topics
  - Assist workshop coordinator with identifying workshop facilitators, if needed
  - Review and work with session chairs to ensure that session descriptions are clear and concise and reflect intended content
  - Chair/host a KC session or roundtable at the regional conference.
  - Organize, read, and nominate sessions for regional highlights at the annual national meeting

### **Overall Responsibilities - Annual Conference**

*\*With Special Emphasis on Short-Term and Faculty-Led Programs*

- Attend and participate in national conference KC-EA meeting(s), regional team meeting and regional update meeting.
- Network with EA professionals from the region to generate ideas for regional conference sessions

### **Benefits:**

- Meet and networking with peers at other organizations institutions within the region
- Serve as mentor to others and identifying resources to the betterment of colleagues
- Gain visibility on your own campus as a leader in the field of International Education
- Build your resume by documenting your strengths and expanding your experience
- Learn more about NAFSA's strategic directions and organizational structure
- Prepare for leadership opportunities on the NAFSA national team