

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

---

**Position:** International Education Leadership (IEL) Knowledge Community (KC) Representative

**Appointment:** By the Regional Chair

**Term:** 3 Years

**Qualifications:**

- A NAFSA member
- Minimum of two years' IEL-related experience in the field of international education
- Demonstrated commitment to international education and exchange
- 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 on 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**

- Attend, participate, and serve as a responsible member of the regional team, keeping KC interests in mind.
- Disseminate information of interest to the KC members and the Region via the Region V website, Facebook, twitter, newsletter emails and conferences.
- Serve as a liaison between regional KC members and the KC national team, stimulating a two-way flow of information.
- Participate in virtual discussions of national KC network(s).
- Serve as a resource to KC constituents in the region and elicit feedback on issues. Report on KC activities to 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 / recruit potential new leaders for NAFSA leadership positions and assist Chair Stream in recruiting, selecting and training replacement. Serve as mentor to successor.
- Identify potential members and encourage membership in NAFSA.
- Initiate special activities. Encourage integration of KC with other NAFSA KC's through cross- KC programming.

***Overall Responsibilities - Regional Conference***

- Encourage regional workshops and sessions dealing with IEL topics.
- Coordinate appropriate IEL 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 meeting at the regional conference.
  - Organize and read through Session Evaluation Forms for any IEL sessions to nominate sessions for Regional Highlights at the national annual meeting.

***Overall Responsibilities - Annual Conference***

- Attend and participate in any national conference KC meeting(s).

***Benefits:***

NAFSA Region V provides access to resources and networking throughout the year and the work could not be accomplished without the skills by an accomplished regional team. Some of the benefits to you are:

- Meeting and networking with peers at other organizations 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.