

International Education Leadership (IEL) Knowledge Community (KC) Liaison

NAFSA Region VIII Volunteer Position Description

Term Length: Two years

Actively represent KC concerns and interests on the regional leadership team, keeping in mind interests of KC in discussions and actions related to relevant and salient issues; implement ways to educate, innovate, and advocate for specific KC. Serve as a resource for regional members by providing information, welcome KC-specific colleagues to the region, encouraging professional development and training opportunities, establishing links with others in the field, contributing announcements/articles to the regional newsletter and region's social media accounts

Actively represent the region on the national KC national team; maintain communication and keep current with KC issues in order to serve as a link and inform the regional team and regional membership of KC concerns and issues. Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC colleagues and establish regional networks that discuss the issues of concern to the KC. Try to attend KC specific meeting(s) and/or breakfast at annual NAFSA conference

Recruit presenters pertaining to the KC for the region's virtual programming series and regional conference; Participate in the planning of the regional conference to ensure KC-specific content is represented; review and work with the session chairs to ensure session descriptions are clear, concise, and reflect the intended content; suggest new ways to increase KC participation at the regional conference

At the regional conference, attend your KC's sessions to support presenters, assess session, and prepare feedback for future planning. Assume leadership role for regional conference programming related to the KC; chair the KC meeting at the regional conference, which could be in the format of a workshop, small colloquium, case study competition, etc.; organize a breakfast or social hour networking event at regional conference for KC area; represent KC at Newcomer's session and at the Resume Review session; review KC-related session evaluations and provide recommendations for nominating sessions for regional highlights for the NAFSA conference

In December of each year, prepare a report highlighting work completed during the previous year. Organize, share, and store all relevant KC materials in regional electronic files. Assist in recruiting next liaison for this KC position and serving as a mentor to ensure new liaison is fully transitioned into their new position

Last updated: January 2023