

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

Position: Treasurer

Appointment: By the Regional Chair

Term: 3 Years

Qualifications:

- A NAFSA member.
- Minimum of two years' 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
- Previous experience in managing sizable budgets is required

Meetings:

- Winter Leadership Meeting (late January) – *expenses covered by NAFSA*
- Spring Team Meeting (late February/early March) – *expenses covered by Region V*
- Annual Conference (late May)
 - Team Meeting
 - Treasurers 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 Regional interests in mind.
- Disseminate information of interest to the Region via the Region V website, Facebook, twitter, newsletter emails and conferences.
- Serve as a financial liaison between Region V and the national association, stimulating a two-way flow of information.
- 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.
- Managing the assets of the Region and maintaining appropriate financial records in accordance with the regional bylaws and national standing rules.
- Ensuring that all accounts payable are closed in a timely manner after approval of the Regional Chair.
- Managing the Region's financial reserves in such a way as to maximize the interest generated.
- Ensuring that the income/expense ratio remains favorable. Otherwise, notify the Regional Team so the appropriate measures can be taken to ensure the region's financial solvency.
- Preparing an annual budget and presenting it to the Regional Team for approval.
- Preparing quarterly and annual financial reports to the Regional Team including a financial report of the regional conference.
- Submitting an annual financial report to NAFSA by July 1st, including a financial report of the regional conference, in compliance with the National office requirements.
- Ensuring that regional fundraising conforms to the NAFSA Guidelines for Fundraising.

Overall Responsibilities - Regional Conference

- Presenting an annual financial report to the Region during the business luncheon, including a financial report of the regional conference, in compliance with the National office requirements.

Overall Responsibilities - Annual Conference

- Attend and participate in any national conference Treasurer 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.