

SECRETARY

Attend all team meetings, regional conferences, and the Annual NAFSA Conference. (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair): 4 Team Meetings: Spring Team Training (Feb-March); Team Meeting at Annual conference (May-June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November) Annual NAFSA Conference (May-June): Attend regional team meetings, and regional business meeting Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Take minutes for each conference call

- Serve as a responsible member of the regional team.
- Record and distribute written and/or recorded minutes of all team meetings and business decisions.
- Organize and manage digital archive of regional reference materials, publications, and communications.
- Maintain Region VIII Team Calendar and send out regular action items to indicate upcoming priorities, deadlines and reminders.
- Serve as Region VIII historian for records of all events, award winners, grant recipients, team members, and other regional affairs.
- Maintain updated list of current Region VIII membership.
- Assist Chair-Elect in all aspects of the Regional Session Evaluation at the regional conference including: and processing evaluations into excel spreadsheets.
- Use of personal laptop or office laptop to take Minutes recommended.
- Assist Chair-Elect in recruiting, selecting, and training replacement. Serve as mentor to successor.
- Submit a written report of the previous year's activities to the Regional Chair at Spring Team Training.
- Encourage all forms of professional development activity within the region.
- Identify potential members and encourage membership in NAFSA. Represent NAFSA at non-NAFSA functions.

(Updated April 2018)