



## **Region I NAFSA Team Position Descriptions**

### **Summary**

Being on the NAFSA Region 1 Leadership Team is a great for professional development, a supportive teamwork environment and helping to lead the region in international education.

As a team member here are some general roles/expectations:

- Most team positions start in January and last from 1-3 years
  - Ideally new appointments are announced by the start of our Fall regional conference so the new person can shadow their predecessor
- All team members are expected to attend the regional conferences while they serve on the team (this needs to be funded independently)
- All team members are expected to attend a 2 day spring team meeting at the future location of the next regional conference (paid for by NAFSA region 1)
- Executive team members (Chair stream, Planners and Treasurers) are expected to attend a 2 day training in Washington DC every January (paid for by NAFSA).
- Team members, on average, should plan for 1 hour a month for team calls
- Team members on average should plan for 5-10 hours per month for position duties (varies depending on role)
- In addition to your team role, team members are expected to work on various committees throughout the year to help move goals of the regional team forward and with planning for the regional conference
- Team members are expected to help with general conference planning during the regional conference
- Team members are expected to update their position descriptions upon departure from their position and train their successor

**Questions? Contact Chair Elect Sarah Reed at [sarah.reed@oregonstate.edu](mailto:sarah.reed@oregonstate.edu)**

## **Chair**

- Preside over meetings of the region and the team
- Maintain a record of action items decided by the team
- Ensure that the audit of regional financial records is completed in a timely fashion
- Serve as conference chair
- Help recruit regional members
- Help the chair-elect recruit team members
- Assist with the planning of future conferences
- Provide liaison to national association for the region
- Mentor the Chair-Elect
- Attend national leadership training meetings on behalf of the region

## **Chair-Elect**

- This position requires at least 1 year experience on the regional team to apply
- This is an elected position
- Preside over regional and team meetings in the absence of the Chair
- Assume the Chair position in event of a vacancy
- Serve as VIP liaison for annual conference: schedule, confirm, and welcome
- Work to bring OSEAS members to participate in the regional conference
- Serve as Chair of the Awards Committee (call for nominations, select recipients, order plaques, present awards)
- Work with Membership Representative to coordinate new member orientation at regional conference
- Participate as part of the communications team (act as lead if required)
- Assist with planning of future conferences
- Attend national leadership training meetings on behalf of the region
- Perform other duties, as may be assigned by the Chair

## **Immediate Past Chair**

- Serve as Chair of Nominations Committee
- Mentor the Chair-Elect
- Attend national leadership training meetings on behalf of the region and serve on the national Regional Affairs Committee (RAC)
- Head the Travel Grants (call for nominations, select recipients)
- Provide and support leadership development in the region
- Perform other duties, as may be assigned by the Chair

## **Chair-Elect-Elect**

- Assume the Chair-Elect position in event of a vacancy
- Learn and plan for future leadership role
- Assist with planning of future conferences
- Perform other duties, as may be assigned by the Chair

### **Secretary**

- Keep minutes of all business meetings
- Provide copies to the team and post on the web
- Handles monthly newsletter to the Region
- Works with the communications team to make updates to Facebook and LinkedIn pages
- Maintain history of decisions, records, reports from the region and NAFSA
- Perform other duties, as may be assigned by the Chair

### **Conference Planner**

- Works with hotel on conference contract
- Schedules sessions
- Handles logistics of hotel, food and beverage and scheduling
- Works with executive team on goals/details/plans

### **Treasurer**

- Manage the assets of Region I in accordance with the by-laws, standing rules, and best practice
- Provide guidance with regard to saving and disbursing funds
- Prepare reports of activities as required by the chair-stream
- Serve as a member of the executive committee of the region, assessing financial impacts of decisions of the regional team and developing a financial plan for income, expenditures and investments
- Prepare an annual budget and at the Spring Team Meeting present it to the team for approval
- Works with the conference-planner and chair stream on conference planning by developing a budget that will ensure registrations and workshops will cover expenses
- Ensure that regional fundraising activities conform to the NAFSA Guidelines for Fundraising
- Works with the Silent Auction team to handle financial transactions during the night and follow-up letters to donors
- Comply with NAFSA National Office requirements for reporting and auditing
- Assist Region I chair-stream in identifying potential candidates as a successor
- Perform other related duties as requested by the Chair

### **Membership Representative**

- Oversee membership activities in the region
- Work with state or provincial representatives to identify new members and cultivate strong relationships with the new members
- Coordinate regional membership development activities
- Oversee membership activities at the regional conference in support of NAFSA Central staff
- Plan and coordinate a new member orientation at the annual regional conference
- Perform other duties, as may be assigned by the Chair

### **Development Representative**

- Maintain a list of organizations and individuals who are current or potential exhibitors, sponsors, advertisers, or partners for the regional conference
- Identify and develop potential new sources of income for the region with an eye to diversifying the sources
- Identify and secure in-kind donations to the region, including A-V equipment, computers, and raffle or auction items
- Maintain correspondence with exhibitors, sponsors, advertisers, donors; prepare invoices
- Establish a plan of development activities for the year and recruit assistance from the team and region
- Perform other duties, as may be assigned by the Chair

### **International Enrollment Management (KC-IEM) Representative**

- Participate in national KC team conference calls and keep current with KC issues at the national level
- Serve as a resource for regional members by providing information or establishing links with others in the field (through activities such as a newsletter, training opportunities, the regional conference, and workshops)
- Recruit presenters for conference regional program sessions and workshops pertaining to the KC; assume leadership role for regional conference programming related to the KC
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Keep the regional team and the regional membership informed of KC needs and issues
- Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC
- Inform regional KC membership of best practices in our region and other regions
- Stay abreast of the national issues affecting the interests and work of the KC and provide regional input
- Encourage and assist new regional members of the KC
- Chair the KC meeting at the regional conference
- Perform other duties, as may be assigned by the Chair

### **Education Abroad (KC-EA) Representative**

- Participate in NAFSA EA Regional Liaison Conference Calls –report on our region and provide feedback to the team
- Review the NAFSA national EA updates and inform the regional marketing team of items of interest to promote in the regional newsletter and social media
- Serve on the annual regional conference team
- Recruit exhibitors for the regional conference
- Recruit donors for the regional conference gala auction

- Chair the annual conference session on EA KC update
- Chair any other conference sessions that NAFSA national requests (i.e. “Financial Aid and Study Abroad”)
- Serve as a resource for regional members
- Perform other duties, as may be assigned by the Chair

### **International Education Leadership (KC - IEL) Representative**

- Serve as a resource for regional members by providing information or establishing links with others in the field (through activities such as a newsletter, training opportunities, the regional conference, and workshops)
- Recruit presenters for conference regional program sessions and workshops pertaining to the KC; assume leadership role for regional conference programming related to the KC
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Keep the regional team and the regional membership informed of KC needs and issues
- Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC
- Inform regional KC membership of best practices in our region and other regions
- Stay abreast of the national issues affecting the interests and work of the KC and provide regional input
- Encourage and assist new regional members of the KC
- Chair the KC meeting at the regional conference
- Perform other duties, as may be assigned by the Chair

### **Teaching, Learning and Scholarship (KC - TLS) Representative**

- Serve as a resource for regional members by providing information or establishing links with others in the field (through activities such as a newsletter, training opportunities, the regional conference, and workshops)
- Recruit presenters for conference regional program sessions and workshops pertaining to the KC; assume leadership role for regional conference programming related to the KC
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Keep the regional team and the regional membership informed of KC needs and issues
- Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC
- Inform regional KC membership of best practices in our region and other regions
- Stay abreast of the national issues affecting the interests and work of the KC and provide regional input
- Encourage and assist new regional members of the KC

- Chair the KC meeting at the regional conference
- Perform other duties, as may be assigned by the Chair

### **International Students and Scholars (KC-ISS) Representative**

- Serve as a resource for regional members by providing information or establishing links with others in the field (through activities such as a newsletter, training opportunities, the regional conference, and workshops)
- Recruit presenters for conference regional program sessions and workshops pertaining to the KC; assume leadership role for regional conference programming related to the KC
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Keep the regional team and the regional membership informed of KC needs and issues
- Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC
- Inform regional KC membership of best practices in our region and other regions
- Stay abreast of the national issues affecting the interests and work of the KC and provide regional input
- Encourage and assist new regional members of the KC
- Chair the KC meeting at the regional conference
- Perform other duties, as may be assigned by the Chair

### **Regulatory Ombudsman Scholar**

- Provide case intervention and regulatory problem-solving and engage in practice advocacy
- Provide case-based technical assistance to international educational professionals and to government officials at the local, district, and regional levels
- Report trends and disseminate information to the region regarding the interpretation of agency practices
- Assist with regional conference planning by inviting representatives of local, district, and regional government offices to present conference sessions
- Perform other duties, as may be assigned by the Chair

### **Regulatory Ombudsman Student**

- Provide case intervention and regulatory problem-solving and engage in practice advocacy
- Provide case-based technical assistance to international educational professionals and to government officials at the local, district, and regional levels
- Report trends and disseminate information to the region regarding the interpretation of agency practices
- Assist with regional conference planning by inviting representatives of local, district, and regional government offices to present conference sessions
- Perform other duties, as may be assigned by the Chair

### **Community College Representative**

- Assume responsibility for communicating with community or junior colleges in the region on matters related to international education and regional activities
- Serve as the voice on the regional team, keeping two-year colleges' interest in mind in regional discussions and actions
- Encourage and solicit conference program and workshop proposals from two-year college members in the region
- Help identify community or junior college members for regional or national leadership positions and awards
- Encourage and provide leadership for establishing professional development activities for two-year college members
- Chair the community college caucus at the regional conference
- Perform other duties, as may be assigned by the Chair

### **British Columbia Representative**

- Represent the province on the region I team and within NAFSA
- Serve as liaison between the NAFSA region and state or provincial international education organizations
- Develop reciprocal interest, activity, and activity in regional and state or provincial matters
- Help identify members in the geographical area for regional or national leadership positions and awards
- Encourage state or provincial international educators to get involved in regional conference and activities
- Help identify professionals in the geographical area to assume team leadership positions, present at regional conferences, contribute to the team's work on behalf of the region (as on a task force, conference planning committee, or Knowledge Community network)
- Perform other duties, as may be assigned by the Chair

### **Local Arrangements Coordinator**

- Serve as liaison between the regional team and the conference site (including hotel staff, visitors' bureau, local colleges & universities, and other entities); handle logistics
- Assume responsibility for conference programming outside of the sessions
- Arrange for hospitality
- Assume responsibility for on-side coordination of team
- Work closely with Conference Chair to ensure attention to all regional conference details
- Establish Local Arrangements Committee, assign responsibilities to committee members, and coordinate their work, as appropriate

- Recruit, train, and coordinate volunteers
- Work with the regional team on special events, entertainment, and other matters
- Promote and market the conference at other events prior to the conference (e.g., state meetings, regional updates, and national conference) with assistance from the team and LAC

### **Advocacy Representative**

- Keep abreast of current federal legislative initiatives, regulations and policies of the U.S. government agencies affecting international education.
- Keep abreast of current state-level immigration initiatives in Alaska, Idaho, Washington, Oregon and British Columbia (when applicable)
- Utilize regional communication forums (e.g., regional website, newsletter, listserv, social media platforms, regional meetings and conferences) for dissemination of information.
- Liaise with NAFSA's public policy office to learn of current issues and responses at both the state and federal levels, and to share information about issues and sentiments in the states/Region
- Promote and support NAFSA advocacy initiatives within the Region (Advocacy Day, Connecting Our World, Grassroots Leadership Program, etc.)
- Bring state/Region advocacy initiatives to the team for discussion (scholarships, events, other)
- Provide support for new and ongoing advocacy initiatives that are begun by constituents of the Region (including Grassroots Leadership Program)
- Ensure that sessions involving public policy and advocacy are provided at regional conferences. This may include generating/soliciting proposals, enacting a review of proposals, recruiting presenters and participating in the presentation as necessary.
- Coordinate the Region's Advocacy Day efforts, includes helping outgoing chair soliciting applicants and awarding travel grants, helping participants find roommates, collecting facts and anecdotes from members and non-members, and sharing AD experiences with the Region
- Participate in Advocacy Day
- Train and mentor newly selected Representative during final year.
- Participate in regional team meetings

### **ESL Representative**

- Participate in Regional Team meetings as a representative of Regional English Language School Representative.
- Serve as point of contact for ESL Members who have questions regarding best practices for hiring & training instructors and administrative staff, student needs that are particular to ESL learners, SEVIS/visa issues specific to ESL students, arrival and testing information, updates and best practices concerning ESL standardized tests, university preparation and more.
- Identify and involve other ESL colleagues in the Region who can help strengthen Regional activities.



- Highly encouraged to collaborate with the IEM KC liaison to
- Send out updates in their purview on a monthly basis through the regional listserv.
- Provide assurance to new professionals in the ESL the region, introducing them to key materials, answering questions, and putting them in touch with others who can help.
- Ensure a smooth transition for the successor to the Region I ESL