

### **Regional Representative – Advocacy Liaison**

**Term:** Two years with an option to extend term for a third year. A second or third year representative will serve as a mentor to the team member next selected for that position, or in accordance with the Regional operating procedures

**Appointment:** By the Regional Chair in accordance with the regional operating procedures

**Qualifications:**

- A NAFSA member
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field
- At least two years experience in international education work
- Previous experience in NAFSA-related international education advocacy programming
- Previous experience at the regional level in international education activities
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops
- Support and encouragement by home institution to carry out responsibilities of the Advocacy regional team representative

**Diversity/MSI Liaison responsibilities:**

**Team:**

- Serve as an active, voting member of the regional team and on the Advocacy Day Scholarship Committee (along with chair-stream and state liaisons)
- Write an article for the regional newsletter
- Keep the regional team and the regional membership informed of Advocacy needs and issues
- Assist Region III chair-stream in identifying potential candidates as a successor
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the annual Advocacy Day in DC (funding support by NAFSA)
- Attend the Regional Conference (NOT funded by NAFSA)
- Attend the Annual Conference (NOT funded by NAFSA)

Regional:

- Participate in Regional Team meetings as a representative of Advocacy programs
- Serve as point of contact for members who have advocacy questions
- Identify and involve colleagues in the Region interested in advocacy programs
- Advocacy Liaison is highly encouraged to send out updates in their purview on a monthly basis through the regional listserv
- Identify potential members and encourage membership in NAFSA
- Provide assurance to new professionals in the region, introducing them to key materials, answering questions on NAFSA Advocacy Programs
- Ensure a smooth transition for the successor to the Region III Advocacy Liaison

Regional Conference:

- Serve on the session selection committee by reviewing session proposals, making recommendations for the chair-stream review, as well as reviewing session evaluations to determine the regional highlight for the national conference
- Provide advocacy information to newcomers at the regional conference Newcomer Orientation
- Advocacy Liaison is highly encouraged to chair or present at least one session at the Regional Conference

Updated August 1, 2019

**Regional Representative – Business Manager**

- Term:** Three years and 4 months in accordance with the Regional operating procedures. Term begins at regional conference by shadowing current business manager.
- Appointment:** By the Regional Chair or in accordance with the Regional operating procedures
- Qualifications:**
- A NAFSA member.
  - A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
  - Previous experience at the regional level in international education activities.
  - A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
  - Previous experience in managing sizable budgets
  - Must have knowledge of using computer, scanner and printer. It will be helpful if they have knowledge of PN3 Solutions or any other Cloud accounting software.
  - Working experience with check payments, writing checks, lock box deposits, ACH and wire transfers.
  - Knowledge of Revenue and Expenses and understanding Regional Chart of Accounts.
  - Experience in handling with cash received from customers/members and completing the cash report for lock box.
  - Experience in reviewing monthly cash reports, preparing budget reports, analyzing regional budget to actual revenue/expenditures, and preparing year end projections.
  - Support and encouragement by home institution to carry out responsibilities of business manager regional team representative
  - Ability to attend Washington Leaders Meeting in January (funded by NAFSA)
  - Ability to attend the spring planning meeting (funded by NAFSA)
  - National NAFSA conference including Regional Business Manager meeting and Region III meeting in May/June (NOT funded by NAFSA)
  - Ability to attend the Regional conference (NOT funded by NAFSA)

**Regional Representative – Business Manager**

**Team**

**Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team and the regional membership informed of state needs and issues
- Identify potential candidates as a successor to present to the regional leadership
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

**Business Manager responsibilities:**

- Responsible for processing vendor’s invoices through PN3 system and internal authorizations.
- Point person for issues with vendors, members and Regional accountant.
- Will be main contact between Regional Teams and Regional Accountant.
- Management of cash balances and anticipation of cash needs, evaluate Region programs/projects.
- Manage the assets of the Region in accordance with the Regional operating procedures and the national standing rules.
- Work with the Chair Stream to assess financial impact of decisions of the Regional Team.
- Work with the Conference Planner and Chair Stream on conference planning by:
  - Preparing a cost analysis for the past 3 years comparing number of participants, counts and expenses in food, entertainment, and workshops
  - Working with Chair Stream and conference planner on budgeting the Region III conference
  - Ensuring that the cost of registration and workshops will cover the annual Regional expenses
  - Prepare an annual budget and present it to Chair Stream before the Spring Team meeting
- Maintain appropriate financial records and prepare annual or quarterly financial reports to the Regional Chair
- Submit annual financial reports to NAFSA by February 28 in compliance with the NAFSA National office requirements.
- Work with the Chair Stream to make investment decisions based on the advice of a professional.
- Deposit funds as quickly as possible after receipt.

**Regional Representative – Business Manager**

**Business  
Manager  
Responsibilities  
continued:**

- Ensure a smooth transition for the successor by being observing and mentoring successor at the regional conference
- Collect a completed form W-9 from each individual who was issued checks totaling \$600 or more for services rendered in the course of one year.
- Work with the Chair and the Team to achieve fiscal responsibility for the Region.

Updated June 28, 2016

### Regional Representative – Chairstream

**Term:** One year, as part of a three-year commitment in accordance with the Regional operating procedures.

**Appointment:** Vote of Regional Membership to Chair-Elect-Elect position

- Qualifications:**
- A NAFSA member.
  - A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
  - Previous experience at the regional level in international education activities.
  - Minimum one year experience serving on Regional Leadership Team prior to election as Chair-Elect
  - A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
  - Support and encouragement by home institution to carry out responsibilities of conference planner regional team representative
  - Ability to attend Washington Leaders Meeting in January (funded by NAFSA)
  - Ability to attend the spring planning meeting (funded by NAFSA)
  - Ability to attend the Regional conference (NOT funded by NAFSA)

- Team Responsibilities:**
- Serve as an active voting member of the regional team
  - Write an article for the regional newsletter (July)
  - Keep the regional team and the regional membership informed of regional needs and issues
  - Identify potential candidates as a successor to present to the regional leadership
  - Perform duties as assigned by the chair
  - Attend the spring planning meeting (funded by NAFSA)
  - Attend the Regional conference (NOT funded by NAFSA)

- Chairstream responsibilities:**
- CHAIR ELECT:
- Fulfills duties of the Chair in the Chair's Absence
  - Assists the Chair in coordinating the Region Team Meetings and Regional Conference
  - Assists the Chair and Past Chair in selecting future Regional Conference locations
  - Maintains communication with new NAFSA members in the Region
  - Coordinates Newcomers Orientation during Regional Conference
  - Assists in the election process of the next Chair-Elect-Elect
  - Performs other duties as requested by the Chair and/or Past Chair

### **Regional Representative – Chairstream**

**Chairstream responsibilities continued:**

**CHAIR:**

- Preside at all Regional meetings
- Perform normal duties of a Chair, including maintaining a record of action items decided by the Regional Leadership Team
- Submit an annual conference report to NAFSA
- When an audit of the Region's financial records is required by the Treasurer of the Corporation, the Chair shall ensure that it is completed in a timely fashion
- Appoint new members to the Regional leadership Team with approval of the remaining Team

**PAST CHAIR:**

- Assists Chair-Elect to fulfill duties of the Chair in the Chair's Absence
- Assists the Chair in coordinating the Region Team Meetings and Regional Conference
- Assists the Chair in selecting future Regional Conference locations
- Maintains communication with new NAFSA members in the Region
- Coordinates Past Chair Breakfast during Regional Conference
- Coordinates Regional Awards Selection for Regional Conference
- Assists in the election process of the next Chair-Elect-Elect
- Assists in the collection of applications for Open Team Position
- Assists in the collection of applications for Regional Scholarships
- Performs duties requested from the Regional Affairs Committee

Updated June 28, 2016

**Regional Representative – Communications Liaison**

**Term:** Two years with an option to extend term for a third year. A second or third year representative will serve as a mentor to the team member next selected for that position, or in accordance with the Regional operating procedures.

**Appointment:** Regional Leadership Team

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- Strong writing, journalistic, and computer skills.
- Tech savvy
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Support and encouragement by home institution to carry out responsibilities of regional communications team representative
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Keep the regional team and the regional membership informed of communication needs and issues
- Identify potential candidates as a successor to present to the regional leadership
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

**Communication Liaison responsibilities:**

- Produce Regional newsletter at least once per year, in accordance with Regional Operating Procedures.
- Produce Regional conference mailer and web reminders
- Produce Regional conference program
- Record all publication procedures
- Manage the Region III e-mail account and send out appropriate e-mails to all Region members
- Send weekly e-mails to the Region about job opportunities
- Update the Region III and states website
- Manage the Region Facebook page
- Manage the Region Twitter page



**Regional Representative – Communications Liaison**

**Communication Liaison responsibilities continued:**

- Help other Team members with communications to the Region as needed including scholarships, announcements, conference invitations, calls for sponsors, etc.
- Maintain accurate financial records and report to Region III Business Manager all expenses related to position
- Correspond and collaborate with the regional team on developments, programs, issues, concerns at the regional level
- Assist Regional Leadership Team with conference planning tasks as assigned by the Chair.
- Support transition to successor; provide job description, publications procedures and introductory training
- Orient successor to the Communication Liaison position
  - Provide training, planning documents, calendar of duties including physical and digital files.

**Newsletter:**

- Responsible for all aspects of production of Regional newsletter from creation to distribution
- Determine number of issues, minimum of two per year
- Establish production and distribution deadlines
- Change design, if desired, with Team approval
- Gather and edit articles from Regional Team and other sources
- Enlist campus news representatives, if desired
- Reflect interest of Region; list all Regional events
- Contact Team members before each issue

**Conference mailer:**

- Responsible for all aspects of production of conference mailer from creation to distribution (web or mail)
- Establish production and distribution deadlines in consultation with Regional Chair
- Assemble and edit all elements of the mailer
- Cover design
- Layout and formatting, according to programs of previous years
- Plenary speaker, if available
- Service information (hotel, travel, local activities, etc.)
- Registration information and forms
- Submit publication for approval to Chair prior to printing
- Manage distribution to Region III membership

**Regional Representative – Communications Liaison**

**Conference web reminder:**

- Responsible for all aspects of production of conference e-mail reminders and marketing plan from creation to distribution
- Establish production and distribution deadlines
- Submit publication for approval to Chair prior to distribution
- Manage distribution to Region III membership via member Listserv

**Conference program:**

- Responsible for all aspects of production of conference program from creation to distribution
- Establish production and distribution deadlines
- Assemble and edit all components of program
  - Cover design
  - Layout and formatting, according to programs of previous years
  - Work with Development Liaison and Chair to include all sponsor ads and acknowledgements for nametags, bags, coffee breaks, luncheons, etc.
  - Work with Conference Planner to include pertinent information regarding all special events
  - Plenary speaker and Special Guest biographies
  - Service information (hotel, travel, local activities, etc.)
  - Regional Team meeting schedules
  - Special interest meetings and events
  - Registration information and forms
  - Session schedule
  - Upcoming NAFSA events
- Arrange contract with printer within budget guidelines
- Submit publication for approval to Chair prior to printing
- Edit subsequent revisions
- Approval final copy for print
- Arrange delivery to conference for distribution

**Region Website:**

- Update the Region III Website as needed ([nafsa.org/Regioniii](http://nafsa.org/Regioniii))
- Update the States Website as needed

**Region Email List:**

- Manage the Region email list, add or remove users as requested
- Send out weekly job announcement e-mails
- Approve or deny e-mails as appropriate
- Send out messages of the interest of the Region

**Timeline:**

- January:** Advocacy Day Promotion Scholarships
- February:** State Meeting Promotion, Team Meeting, Advocacy Day Promotion
- March:** State Meeting Promotion, Advocacy Day

**Regional Representative – Communications Liaison**

**Timeline continued:**

- April:** State Meeting Promotion/Summary
- May:** Call for Proposals for Regional conference, Annual NAFSA Conference
- June:** Call for Proposals deadline, Newsletter
- July:** Call for Nominations-Chair-Elect-Elect, Call for Proposals deadline extended
- August:** Exhibitors Registration Opens, Conference Session Confirmation Sent, Conference Registration Opens, Conference Mailer Posted, Nominations for Chair-Elect-Elect Closed
- September:** Conference Session Confirmation Deadline, Voting for Chair-Elect, Conference Early Bird Registration, Conference email blasts, Conference Program created
- October:** Conference Session AV Confirmation Sent, Online Conference Registration Closes, Conference Session AV Confirmation Deadline, Final Program to Printers
- November:** Conference Wrap-up, Post session materials to the web, NAFSA Academy Promotion
- December:** NAFSA Academy Promotion, December Newsletter Posted

Updated June 28, 2016

### Regional Representative – Conference Planner & Apprentice

- Term:** One year, as part of a two-year commitment (one year as Apprentice and one year as Planner) in accordance with the Regional operating procedures.
- Appointment:** By regional leadership team
- Qualifications:**
- A NAFSA member.
  - A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
  - Previous experience at the regional level in international education activities.
  - Excellent organizational and communication skills.
  - Prior conference or meeting planning experience at the state or Regional level
  - A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
  - Support and encouragement by home institution to carry out responsibilities of conference planner regional team representative
  - Ability to attend Washington Leaders Meeting in January (funded by NAFSA) Conference Planner ONLY
  - Ability to attend the spring planning meeting (funded by NAFSA)
  - Ability to attend the Regional conference (NOT funded by NAFSA)
- Team Responsibilities:**
- Serve as an active voting member of the regional team
  - Write an article for the regional newsletter (July)
  - Keep the regional team and the regional membership informed of conference needs and issues
  - Identify potential candidates as a successor to present to the regional leadership
  - Perform duties as assigned by the chair
  - Attend the spring planning meeting (funded by NAFSA)
  - Attend the Regional conference (NOT funded by NAFSA)
- Conference Planner Apprentice responsibilities:**
- Participate in Regional Team meetings
  - Assist Conference Planner throughout conference year with planning, coordinating and executing Region III conference.
  - Perform duties assigned by Conference Planner which may include working with Regional Leadership Team members, Volunteers, Local Arrangements personnel, hotel staff, vendors and exhibitors.
  - Correspond and collaborate with the regional team on developments, programs, issues, concerns at the regional level

**Regional Representative – Conference Planner & Apprentice**

**Conference  
Planner  
responsibilities:**

- Attends NAFSA Winter Leadership Meeting (WLM) workshop for Conference Planners.
- Plans, coordinates and executes the conference within terms of the contract in close cooperation with the Regional Chair.
- Coordinates conference activities of the Registrar, Development Officer, Communications Officer, and Local Arrangements Committee (LCA).
- Mentors the Conference Planner Apprentice.
- Oversees liaison with hotel and service providers including, as appropriate AV, tables, shipping, procurement, food, printing, off-site and special events, and entertainment providers.
- Promotes the conference.
- Coordinates budget with Chair Stream.
- Coordinates arrangements for Team Meetings.
- Assists Regional Chair in conference evaluation and reporting.
- Assists the Chairstream in selecting future Regional Conference locations if Chairstream member is not able to attend.

Updated June 28, 2016

**Regional Representative – Development Chair**

**Term:** Three year term with the first year as Development Chair apprentice, followed with two years as the Develop Chair. Position is renewable, beginning January 1 of the year following appointment, or immediately if filling a vacancy to complete an unexpired term.

**Appointment:** By the Regional Chair or in accordance with the Regional operating procedures

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- At least two years of experience in international education.
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Excellent organizational and communications skills
- Local arrangements experience preferred
- Support and encouragement by home institution to carry out responsibilities of development chair regional team representative
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team and the regional membership informed of conference exhibitor and sponsorship needs and issues
- Identify potential candidates as a successor to present to the regional leadership
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

### **Regional Representative – Development Chair**

**Development  
Chair  
responsibilities:**

The Development Position (DP) seeks to foster and nurture the relationship with international education vendors and local community vendors/participants. The DP serves both as a liaison to Region III in bringing forward suggestions from vendors and maximizing their opportunities to reach out to the membership, and from the Region to the vendors in communicating membership goals and strategies and conference logistics. The Development Position serves primarily to support membership at the Regional conference, but occasionally will also support, upon request, both State membership and NAFSA national needs and requests. The development Team composed of the Development Position, the Sponsorship Position and the DP apprentice, at a minimum, will perform the following functions:

- Communicate consistently with the vendors the logistics of the Regional conference
- Communicate consistently with the Chair Stream and Conference Planner items of request or importance from the vendors/exhibitors
- Attend and participate fully at the Regional conference
- Develop and maintain a "Regional" development strategy for each particular conference;
- Maintain "Excel" data regarding participants that can be shared across knowledge communities and Regional Teams.

The Development Team recognizes that our first and primary responsibility is to the members of Region III, and that long-standing relationships with vendors/exhibitors should always be tempered by what is best for our membership. Attention should be paid that the right balance between “development” and “access” does not unduly benefit any group at another’s expense. Our vendors/exhibitors have “options” and Development should always work to create a welcome climate for these partners to participate in our Region, all while recognizing that access to Region III membership is a benefit that should be provided fairly and evenly to all communities.

Updated June 28, 2016

### **Regional Representative – Diversity/MSI Liaison**

**Term:** Two years with an option to extend term for a third year. A second or third year representative will serve as a mentor to the team member next selected for that position, or in accordance with the Regional operating procedures

**Appointment:** By the Regional Chair in accordance with the regional operating procedures

**Qualifications:**

- A NAFSA member
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field
- At least two years experience in international education work at an HBCU, HIS, or other MSI
- Previous experience at the regional level in international education activities
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops
- Support and encouragement by home institution to carry out responsibilities of the Diversity/MSI regional team representative

**Diversity/MSI Liaison responsibilities:**

**Team:**

- Serve as an active, voting member of the regional team
- Write an article for the regional newsletter
- Keep the regional team and the regional membership informed of Diversity/MSI needs and issues
- Assist Region III chair-stream in identifying potential candidates as a successor
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional Conference (NOT funded by NAFSA)
- Attend the Annual Conference (NOT funded by NAFSA)

**Regional:**

- Participate in Regional Team meetings as a representative of Regional Diversity/MSI Professionals at the Regional and Annual Conferences
- Serve as point of contact for MSI institution members who have questions regarding best practices with international education issues



- Identify and involve other MSI institution colleagues in the Region who can help strengthen Regional activities
- Diversity/MSI liaison is highly encouraged to send out updates in their purview on a monthly basis through the regional listserv
- Identify potential members and encourage membership in NAFSA
- Provide assurance to new professionals at MSI's in 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 III Diversity/MSI Liaison
- Promote and help coordinate application submission for the Diversity Impact Program

Regional Conference:

- Oversee session, workshop, and speaker programming at the Regional conference by providing session suggestions at the Spring planning meeting
- Select a person from the MSI community to recognize and highlight with a short article in the Regional Conference program
- Serve on the session selection committee by reviewing session proposals, making recommendations for the chair-stream review, as well as reviewing session evaluations to determine the regional highlight for the national conference
- Provide Diversity/MSI information to newcomers at the regional conference Newcomer Orientation
- Diversity/MSI Liaison is highly encouraged to chair or present at least one session at the Regional Conference
- Diversity/MSI Liaison is highly encouraged to chair or present at least one Diversity-related workshop at the Regional Conference

Updated August 1, 2019

**Knowledge Community Regional Representative – Education Abroad (KC – EA)**

**Term:** Two years with an option to extend term for a third year. A second or third year KC Representative will serve as a mentor to the Team member next selected for that position, or in accordance with the Regional operating procedures.

**Appointment:** By the Regional Chair in consultation with the EA Chair or in accordance with the regional operating procedures

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- At least two years of experience in education abroad work.
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops, the maintenance of an education abroad resource library and the observance of commonly accepted policies and procedures.
- Support and encouragement by home institution to carry out responsibilities of EA regional team representative
- Willingness and institutional support to join Trainer Corp during term as KCEA Regional Representative. (If not already a member)
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team and the regional membership informed of KC needs and issues
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Assist Region III chair-stream in identifying potential candidates as a successor
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

**Knowledge Community Regional Representative – Education Abroad (KC – EA)**

**EA Liaison responsibilities:**

Regional:

- Participate in Regional Team meetings as a representative of Regional Education Abroad Professionals
- Serve as point of contact for EA Members who have questions regarding education abroad.
- Identify and involve other EA colleagues in the Region who can help strengthen Regional activities.
- EA liaison is highly encouraged to send out updates in their purview on a monthly basis through the regional listserv.
- Identify potential members and encourage membership in NAFSA and KCEA
- Provide assurance to new professionals in the Education Abroad area in 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 III EA Liaison

National:

- Serve as liaison between the EA national team, the regional team, and EA constituents within the region
- Participate as member of the EA national team; participate in email discussions, vote on team issues, aid in selection of national conference sessions and workshops, and attend national team meetings at the national conference.

Regional Conference:

- Oversee sectional, workshop, and speaker programming at the Regional conference by providing session suggestions at the spring planning meeting.
- Serve on the session selection committee by reviewing session proposals, making recommendations for the chairstream review, as well as reviewing session evaluations to determine the regional highlight for the national conference.
- Provide EA information to newcomers at the regional conference Newcomer Orientation.
- EA liaison is highly encouraged to chair or present at least one session at the Regional Conference.
- Select a person from the EA KC to recognize and highlight with a short article in the Regional Conference program.

Updated June 28, 2016

**Knowledge Community Regional Representative – International Enrollment Management  
(KC – IEM)**

**Term:** Two years with an option to extend term for a third year. A second or third year KC Representative will serve as a mentor to the Team member next selected for that position, or in accordance with the Regional operating procedures.

**Appointment:** By the Regional Chair in consultation with the IEM Chair or in accordance with the regional operating procedures

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- At least two years of experience in international student enrollment management work.
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops, the maintenance of an admissions resource library and the observance of commonly accepted foreign admissions procedures.
- Support and encouragement by home institution to carry out responsibilities of IEM regional team representative
- Willingness and institutional support to join Trainer Corp during term as KCIEM Regional Representative. (If not already a member)
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team and the regional membership informed of KC needs and issues
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Assist Region III chair-stream in identifying potential candidates as a successor
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

**Knowledge Community Regional Representative – International Enrollment Management  
(KC – IEM)**

**IEM Liaison  
responsibilities:**

**Regional:**

- Participate in Regional Team meetings as a representative of Regional International Enrollment Management Professionals
- Serve as point of contact for IEM Members who have questions regarding best practices with enrollment management issues.
- Identify and involve other IEM colleagues in the Region who can help strengthen Regional activities.
- IEM liaison is highly encouraged to collaborate with the IEP liaison to send out updates in their purview on a monthly basis through the regional listserv.
- Identify potential members and encourage membership in NAFSA and KCIEM
- Provide assurance to new professionals in the International Enrollment Management area in 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 III IEM Liaison

**National:**

- Serve as liaison between the IEM national team, the regional team, and IEM constituents within the region
- Participate as member of the IEM national team; participate in email discussions, vote on team issues, aid in selection of national conference sessions and workshops, and attend national team meetings at the national conference.

**Regional Conference:**

- Oversee sectional, workshop, and speaker programming at the Regional conference by providing session suggestions at the spring planning meeting.
- Serve on the session selection committee by reviewing session proposals, making recommendations for the chairstream review, as well as reviewing session evaluations to determine the regional highlight for the national conference.
- Provide IEM information to newcomers at the regional conference Newcomer Orientation.
- IEM liaison is highly encouraged to chair or present at least one session at the Regional Conference.
- Select a person from the IEM community to recognize and highlight with a short article in the Regional Conference program.

Updated June 28, 2016

**Knowledge Community Regional Representative – Intensive English Program (IEP)  
Liaison (KC – IEM)**

**Term:** Two years with an option to extend term for a third year. A second or third year KC Representative will serve as a mentor to the Team member next selected for that position, or in accordance with the Regional operating procedures.

**Appointment:** By the Regional Chair in consultation with the IEM Chair or in accordance with the regional operating procedures

- Qualifications:**
- A NAFSA member.
  - A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
  - At least two years of experience in international student enrollment management work.
  - Previous experience at the regional level in international education activities.
  - A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
  - Support and encouragement by home institution to carry out responsibilities of IEP regional team representative
  - Willingness and institutional support to join Trainer Corp during term as IEP Regional Representative. (If not already a member)
  - Ability to attend the spring planning meeting (funded by NAFSA)
  - Ability to attend the Regional conference (NOT funded by NAFSA)

- Team Responsibilities:**
- Serve as an active voting member of the regional team
  - Write an article for the regional newsletter (July)
  - Keep the regional team and the regional membership informed of KC needs and issues
  - Participate in national KC team email discussions and keep current with KC issues at the national level
  - Assist Region III chair-stream in identifying potential candidates as a successor
  - Perform duties as assigned by the chair
  - Attend the spring planning meeting (funded by NAFSA)
  - Attend the Regional conference (NOT funded by NAFSA)

**Knowledge Community Regional Representative – Intensive English Program (IEP)  
Liaison (KC – IEM)**

**IEP Liaison  
responsibilities:**

Regional:

- Participate in Regional Team meetings as a representative of Regional Intensive English Programs Professionals.
- Serve as point of contact for IEP 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 IEP students, arrival and testing information, updates and best practices concerning ESL standardized tests, university preparation and more.
- Identify and involve other IEP colleagues in the Region who can help strengthen Regional activities.
- IEP liaison is 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 International Enrollment Management area in 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 III IEM Liaison

Conference:

- Oversee sectional, workshop, and speaker programming at the Regional conference by providing session suggestions at the spring planning meeting.
- Select a person from the IEP community to recognize and highlight with a short article in the Regional Conference program.
- Serve on the session selection committee by reviewing session proposals, making recommendations for the chairstream review, as well as reviewing session evaluations to determine the regional highlight for the national conference.
- Provide IEP information to newcomers at the regional conference Newcomer Orientation.
- IEP liaison is highly encouraged to chair or present at least one session at the Regional Conference.

Updated June 28, 2016

**Knowledge Community Regional Representative – International Students and Scholar Services (KCISSS)**

**Term:** Two years with an option to extend term for a third year. A second or third year KC Representative will serve as a mentor to the Team member next selected for that position, or in accordance with the Regional operating procedures.

**Appointment:** By the Regional Chair in consultation with the KCISSS Chair or in accordance with the regional operating procedures

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- At least two years of experience in international student and scholar services.
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops, and a strong knowledge and understanding of immigration regulations, procedures, and best practices as it relates to international students and scholars.
- Support and encouragement by home institution to carry out responsibilities of ISSS regional team representative
- Willingness and institutional support to join Trainer Corp during term as ISSS Regional Representative. (If not already a member)
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team and the regional membership informed of KC needs and issues
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Assist Region III chair-stream in identifying potential candidates as a successor
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)



**Knowledge Community Regional Representative – International Students and Scholar Services (KCISSS)**

**ISSS Liaison responsibilities:**

**Regional:**

- Participate in Regional Team meetings as a representative of regional advisers to international students and scholars
- Serve as point of contact for ISSS Members who have questions regarding best practices with student and scholar issues.
- Identify and involve other ISSS colleagues in the Region who can help strengthen regional activities.
- ISSS liaison is highly encouraged to collaborate with the regbuds to send out updates in their purview on a monthly basis through the regional listserv.
- Identify potential members and encourage membership in NAFSA and KCISSS
- Provide assurance to new professionals in the International Student and Scholar area in 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 III ISSS Liaison

**National:**

- Serve as liaison between the ISSS national team, the regional team, and ISSS constituents within the region
- Participate as member of the ISSS national team; participate in email discussions, vote on team issues, aid in selection of national conference sessions and workshops, and attend national team meetings at the national conference.

**Regional Conference:**

- Oversee sectional, workshop, and speaker programming at the Regional conference by providing session suggestions at the spring planning meeting.
- Select a person from the KCISSS community to recognize and highlight with a short article in the Regional Conference program.
- Serve on the session selection committee by reviewing session proposals, making recommendations for the chairstream review, as well as reviewing session evaluations to determine the regional highlight for the national conference.
- Provide ISSS information to newcomers at the regional conference Newcomer Orientation.
- ISSS liaison is highly encouraged to chair or present at least one session at the Regional Conference.

Updated June 28, 2016

**Regional Conference Representative – Local Arrangements Committee Chair**

**Term:** One year

**Appointment:** By Regional Chair and conference planner in consultation with the Regional Leadership Team

**Qualifications:**

- NAFSA member
- Commitment to NAFSA and Regional Team
- Support and encouragement by home institution to carry out the responsibilities of Local Arrangements Committee Chair
- Located in or near the city of the annual conference
- Ability to attend the spring planning meeting, if needed and approved by Regional Chair (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Local Arrangements Committee Chair responsibilities:**

- Work with Regional Chair and Conference planner to coordinate local arrangements for the following events:
  - Hotel accommodations
  - Transportation
  - Tours
  - Restaurant Hops
  - Receptions
  - Off-site event
  - Serve as a resource to local visitor's bureau
- Recruit a Volunteer Coordinator to develop and maintain a volunteer sign up for the following events:
  - Raffle collection and ticket sales
  - Hospitality Table
  - Resume Reviewers
  - Restaurant Hop Guides
  - Tour Guides
  - Traffic Guides
  - State Tables
  - Session Evaluations

**Regional Representative – Local Arrangements Committee Chair**

**Local Arrangements Committee Chair responsibilities continued:**

- Recruit volunteers to lead the following volunteer groups in coordination with the Volunteer Coordinator, Regional Chair, and Conference Planner:
  - Raffle collection and ticket sales
  - Hospitality Table
  - Resume Review
  - Restaurant Hops
  - Tour Guides
  - Traffic Guides
  - State Tables
  - Session Evaluations
- Manage Volunteer Manual and binder with specific conference information pertaining to all events and volunteers. Kept at registration.

Updated June 28, 2016

### Regional Representative – Registrar

**Term:** Three years or in accordance with the Regional operating procedures

**Appointment:** By the Regional Chair or in accordance with the Regional operating procedures

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Previous experience in registration
- Support and encouragement by home institution to carry out responsibilities of registrar regional team representative
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team informed of registrar needs and issues
- Identify potential candidates as a successor to present to the regional leadership
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

**Registrar responsibilities:**

- Manage the registration onboarding with Experient for the Regional Conference with the help of the Chair Stream and NAFSA Regional Affairs Staff.
- Work with the Chair Stream to relay numbers weekly to appropriate Team Members
- Work with the Workshop Coordinator to have correct pricing information and workshop scheduling
- Work with Experient and NAFSA Regional Affairs Staff to ensure forms are correct and on websites
- Work with Chair Stream and Treasurer on any refunds
- Maintain the Registration Booth throughout the Regional Conference with Experient Representative and volunteers
- Relay numbers from Experient to Chair Stream, Conference Planner and Local Arrangements Committee for meals, off-site events, and receptions

**Regional Representative – Registrar**

**Registrar responsibilities:**

- Prepare appropriate ribbons for participants
- Work with Business Manager for any payments done on-site
- Sell tickets to meals, reception and off-site activities at Registration Booth
- Pass out blank evaluations and receive completed evaluations for sessions
- Have Registration Report for presentation at spring planning meeting

Updated June 28, 2016

**Regulatory Ombudsperson – Scholars and Employment Issues  
(National Appointment)**

- Term:** Three years, renewable, beginning January 1 of the year following appointment, or immediately if filling a vacancy to complete an unexpired term
- Appointment:** By Chair of NAFSA’s national International Student and Scholar Regulatory Ombud Subcommittee in consultation with the respective Regional Chair
- Qualifications:**
- A NAFSA member.
  - A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
  - At least two years of experience in international scholar and employer services.
  - Previous experience at the regional level in international education activities.
  - Expertise in government regulations affecting DSOs/ROs and other campus-based personnel who work with internationals on campus
  - Ability to effectively liaise with government personnel
  - Support and encouragement by home institution to carry out responsibilities of Regulatory Ombudsperson – Scholars and Employment Issues regional team representative
  - Ability to attend the spring planning meeting (funded by NAFSA)
  - Ability to attend the Regional conference (NOT funded by NAFSA)
- Team Responsibilities:**
- Serve as an active voting member of the regional team
  - Write an article for the regional newsletter (July)
  - Keep the regional team and the regional membership informed of regulatory needs and issues
  - Participate in national Regbud team email discussions and keep current with regulatory issues at the national level
  - Assist Region III chair-stream in identifying potential candidates as a successor
  - Perform duties as assigned by the chair
  - Attend the spring planning meeting (funded by NAFSA)
  - Attend the Regional conference (NOT funded by NAFSA)
- Regulatory Ombudsperson responsibilities:**
- Regional:
- Participate in Regional Team meetings as a representative of Regional advisers to international scholars and employers.
  - Provide case intervention/regulatory problem solving and engage in practice advocacy.

**Regulatory Ombudsperson – Scholars and Employment Issues  
 (National Appointment)**

**Regulatory  
 Ombudsperson  
 responsibilities  
 continued:**

Regional (con't):

- Report trends and disseminate information to the Region regarding the interpretation of agency practices.
- Contribute to NAFSA's data collection efforts, primarily through IssueNet's Get Liaison Help, the interactive online tool developed for regulatory problem solving and case assistance.
- Correspond and collaborate with the regional team on developments, programs, issues, concerns at the regional level
- Serve as point of contact for ISSS Members who have questions regarding best practices with student and scholar issues.
- Identify and involve other ISSS colleagues in the Region who can help strengthen regional activities.
- Regulatory Ombudsperson is highly encouraged to collaborate with the ISSS KC liaison to send out updates in their purview on a monthly basis through the regional Listserv.
- Identify potential members and encourage membership in NAFSA and KCISSS
- Provide assurance to new professionals in the International Student and Scholar area in 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 III Regulatory Ombudsperson – Scholars and Employment Issues

National:

- Serve as liaison between the Regbud national team, the regional team, and ISSS constituents within the region
- Participate as member of the reg bud national team; participate in email discussions, vote on team issues, aid in selection of national conference sessions and workshops, and attend national team meetings at the national conference.

Regional Conference:

- Assist Regional Conference Planning by being the point person to invite representatives of local/district/regional government offices to present sessions at the Regional Conference.
- Serve on the session selection committee by reviewing session proposals, making recommendations for the chairstream review, as well as reviewing session evaluations to determine the regional highlight for the national conference.
- Provide Regbud information to newcomers at the regional conference Newcomer Orientation.
- Regulatory Ombudsperson is highly encouraged to chair or present at least one session at the Regional Conference.

Updated June 28, 2016



**Regulatory Ombudsperson – Student Issues  
(National Appointment)**

- Term:** Three years, renewable, beginning January 1 of the year following appointment, or immediately if filling a vacancy to complete an unexpired term
- Appointment:** By Chair of NAFSA’s national International Student and Scholar Regulatory Ombud Subcommittee in consultation with the respective Regional Chair
- Qualifications:**
- A NAFSA member.
  - A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
  - At least two years of experience in international student services.
  - Previous experience at the regional level in international education activities.
  - Expertise in government regulations affecting DSOs/ROs and other campus-based personnel who work with internationals on campus
  - Ability to effectively liaise with government personnel
  - Support and encouragement by home institution to carry out responsibilities of Regulatory Ombudsperson – Student Issues regional team representative
  - Ability to attend the spring planning meeting (funded by NAFSA)
  - Ability to attend the Regional conference (NOT funded by NAFSA)
- Team Responsibilities:**
- Serve as an active voting member of the regional team
  - Write an article for the regional newsletter (July)
  - Keep the regional team and the regional membership informed of regulatory needs and issues
  - Participate in national Regbud team email discussions and keep current with regulatory issues at the national level
  - Assist Region III chair-stream in identifying potential candidates as a successor
  - Perform duties as assigned by the chair
  - Attend the spring planning meeting (funded by NAFSA)
  - Attend the Regional conference (NOT funded by NAFSA)
- Regulatory Ombudsperson responsibilities:**
- Regional:
- Participate in Regional Team meetings as a representative of Regional advisers to international students.
  - Contribute to NAFSA’s data collection efforts, primarily through IssueNet’s Get Liaison Help, the interactive online tool developed for regulatory problem solving and case assistance.



**Regulatory Ombudsperson – Student Issues  
 (National Appointment)**

**Regulatory  
 Ombudsperson  
 responsibilities:**

Regional (con't):

- Provide case intervention/regulatory problem solving and engage in practice advocacy.
- Report trends and disseminate information to the Region regarding the interpretation of agency practices.
- Correspond and collaborate with the regional team on developments, programs, issues, concerns at the regional level
- Serve as point of contact for ISSS Members who have questions regarding best practices with student issues.
- Identify and involve other ISSS colleagues in the Region who can help strengthen regional activities.
- Regulatory Ombudsperson is highly encouraged to collaborate with the ISSS KC liaison to send out updates in their purview on a monthly basis through the regional Listserv.
- Provide assurance to new professionals in the International Student area in 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 III Regulatory Ombudsperson –student Issues

National:

- Participate as member of the Regbud national team; participate in email discussions, vote on team issues, aid in selection of national conference sessions and workshops, and attend national team meetings at the national conference.
- Serve as liaison between the Regbud national team, the regional team, and ISSS constituents within the region

Regional Conference:

- Assist Regional Conference Planning by being the point person to invite representatives of local/district/regional government offices to present sessions at the Regional Conference.
- Serve on the session selection committee by reviewing session proposals, making recommendations for the chairstream review, as well as reviewing session evaluations to determine the regional highlight for the national conference.
- Provide ISSS information to newcomers at the regional conference Newcomer Orientation.
- Regulatory Ombudsperson is highly encouraged to chair or present at least one session at the Regional Conference. Identify potential members and encourage membership in NAFSA and KCISSS

Updated June 28, 2016

### Regional Representative – State Liaison

**Term:** Two years with an option to extend term for a third year. A second or third year representative will serve as a mentor to the team member next selected for that position, or in accordance with the Regional operating procedures.

**Appointment:** By outgoing State Liaison with Regional Leadership Team Approval

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- At least two years of experience in international education in the state they will represent.
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Support and encouragement by home institution to carry out responsibilities of state regional team representative
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team and the regional membership informed of state needs and issues
- Identify potential candidates as a successor to present to the regional leadership
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

**State Liaison responsibilities:**

Regional:

- Participate in Regional Team meetings as a representative of the state
- Build a state wide communication network; maintain and update state email and mailing list
- Contact all institutions in the State and indicate willingness to serve as an information source for all kinds of foreign student-related matters. This would involve being aware of the activities and opportunities offered through NAFSA and knowing whom to contact for further information about them.

**Regional Representative – State Liaison**

**State Liaison responsibilities continued:**

Regional (con't):

- Serve as a public relations person for NAFSA by providing information on membership, meetings, and professional development opportunities to institutions in the State.
- Correspond and collaborate with the regional team on developments, programs, issues, concerns at the regional level
- Ensure the State website is kept updated.
- Promote advocacy action by State members; assist regional leadership to identify individuals to attendance to NAFSA Advocacy Day.
- Encourage State members to monitor the national NAFSA website and maintain their profile information.
- Encourage socialization between State members by organizing informal occasional gatherings.
- State Liaison is highly encouraged to send out updates in their purview on a monthly basis through the regional email list.
- Actively reach out to members and non-members; try to involve all international educators in state activities including community college and K-12 members and nonmembers
- Identify state needs and plan relevant programming or link to existing or upcoming programs (workshops, webinars, etc.) available through NAFSA, DOS, SEVP or other international entities
- Serve as a contact for discussion of issues of educational interest to state international educators. Keep state members current with updates on NAFSA, events, training, or special sessions
- Serve as liaison with state government officials and offices as appropriate
- Manage state budget
- Request funds through established channels as appropriate based on state needs
- Orient successor to the State Representative position
  - Provide training, planning documents, budgets, calendar of duties including physical and digital files.

State Meeting:

- Plan and facilitate annual state meeting: identify topics of interest to state NAFSA members and other international educators; recruit host institutions; invite guest speakers/presenters

Regional Conference:

- Report on state-wide activities and needs at annual planning meeting
- Identify NAFSANS in who are retiring in their state, so that they may be honored by the Region.

**Regional Representative – State Liaison**

**State Liaison responsibilities continued:**

Regional Conference (con't):

- Submit one (1) Regional Rising Star nomination to regional chairstream
- Select a person from the state to recognize and highlight with a short article in the Regional Conference program.
- Provide state information to newcomers at the regional conference Newcomer Orientation.
- Organize state basket for regional conference
- Provide state information to newcomers at the regional conference Newcomer Orientation.
- State Representative is highly encouraged to chair or present at least one session at the Regional Conference.
- Handle special planning duties when regional conference is in state (e.g. serve on Local Arrangements Committee)

Updated June 28, 2016

**Regional Representative – Training Coordinator**

**Term:** Two years with an option to extend term for a third year. A second or third year representative will serve as a mentor to the team member next selected for that position, or in accordance with the Regional operating procedures.

**Appointment:** By the Regional Chair or in accordance with the Regional operating procedures

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- Excellent organizational and communications skills
- Knowledge of Regional activities, member training needs and training with a pan-NAFSA view of training (understands training needs across knowledge community boundaries).
- Current or former NAFSA Trainer Corps member
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Support and encouragement by home institution to carry out responsibilities of training coordinator regional team representative
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team informed of business manager needs and issues
- Identify potential candidates as a successor to present to the regional leadership
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

**Regional Representative – Training Coordinator**

**Training  
Coordinator  
responsibilities:**

- Plans, coordinates and executes the workshops and training programs within the Region in close cooperation with the Regional Chair Stream.
- Coordinates conference workshops in cooperation with the KC liaisons, Conference Planner, and Regional Chair.
- Recruits Lead Trainers for workshops and assists with identification of other members of the workshop Team.
- Facilitates development of Regional Workshops for Regional Conferences, state meetings and stand-alone training.
- Evaluates training needs within the Region in cooperation with Regional KC Liaisons.
- Promotes training opportunities on the regional and national level.
- Maintains communication and cooperation with NAFSA's Core Education Programs (CEP) and the NAFSA Training Coordination Subcommittee (TCS).
- Assists Regional Chair in training evaluation.

Updated June 28, 2016

**Regional Representative – Two Year Institution Liaison**

**Term:** Two years with an option to extend term for a third year. A second or third year representative will serve as a mentor to the team member next selected for that position, or in accordance with the Regional operating procedures.

**Appointment:** By the Regional Chair in consultation with the current two year liaison or in accordance with the regional operating procedures

**Qualifications:**

- A NAFSA member.
- A commitment to the field of international exchange shown through institutional philosophy and policy and/or through the operation of recognized programs related to the field.
- At least two years of experience in international student enrollment management/student services work at a two year institution.
- Previous experience at the regional level in international education activities.
- A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
- Support and encouragement by home institution to carry out responsibilities of the two year institution regional team representative
- Ability to attend the spring planning meeting (funded by NAFSA)
- Ability to attend the Regional conference (NOT funded by NAFSA)

**Team Responsibilities:**

- Serve as an active voting member of the regional team
- Write an article for the regional newsletter (July)
- Keep the regional team and the regional membership informed of two year institution needs and issues
- Assist Region III chair-stream in identifying potential candidates as a successor
- Perform duties as assigned by the chair
- Attend the spring planning meeting (funded by NAFSA)
- Attend the Regional conference (NOT funded by NAFSA)

### **Regional Representative – Two Year Institution Liaison**

**Two Year Institution Liaison responsibilities:**

Regional:

- Participate in Regional Team meetings as a representative of Regional Two Year Institution Professionals
- Serve as point of contact for two year institution members who have questions regarding best practices with enrollment management and international student services issues.
- Identify and involve other two year institution colleagues in the Region who can help strengthen Regional activities.
- Two year institution liaison is highly encouraged to send out updates in their purview on a monthly basis through the regional listserv.
- Identify potential members and encourage membership in NAFSA
- Provide assurance to new professionals at two year institutions in 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 III two year institution Liaison

Regional Conference:

- Oversee sectional, workshop, and speaker programming at the Regional conference by providing session suggestions at the spring planning meeting.
- Select a person from the community college community to recognize and highlight with a short article in the Regional Conference program.
- Serve on the session selection committee by reviewing session proposals, making recommendations for the chairstream review, as well as reviewing session evaluations to determine the regional highlight for the national conference.
- Provide two year institution information to newcomers at the regional conference Newcomer Orientation.
- Two year institution liaison is highly encouraged to chair or present at least one session at the Regional Conference.

Updated June 28, 2016