

**NAFSA: Association of International Educators
Local Arrangements Chair Position Description**

Position: Region VII Local Arrangements Chair

Appointment: By Regional Chain in consultation with Chair Stream and State Representative for host state for Regional Annual Conference

Term: 18 to 24 Months

Qualifications:

- A NAFSA member
- Minimum of 2 years experience in the field of international education
- Support and encouragement by home institution to carry out the responsibilities of a local arrangements chair
- Demonstrated commitment to international education and exchange and 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
- Demonstrated experience at the regional level (i.e., presenter, holding leadership position(s), etc.)

Meetings:

- Spring Team Meeting (February/early March) – (Region VII pays for mileage, shared lodging and meals)
- State Meetings, as is possible
- Annual Conference
 - Team Meeting
 - Regional Update Meeting
- Regional Conference
 - Newcomers Orientation
 - Opening Reception
 - All special events (i.e., plenary, closing celebration, regional business meeting)
 - Pre & Post Conference Team Meetings

Overall Responsibilities - Year Round

- Serves as an ex-officio Team member of NAFSA Region VII.
- Attend the Spring Team Meeting, to be held at the upcoming conference venue, and present a plan for the annual All-Conference event with a detailed budget.
- 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.
- Initiate special activities

Overall Responsibilities - Regional Conference

- Encourage regional workshops and sessions.
- Collaborate with Regional Chair and the Registrar to arrange for special events and activities, transportation to and from special events, and hospitality during the Conference.
- Manage the local arrangements team. Ensure staffing of local arrangements booth/table for information.

Overall Responsibilities - Annual Conference

- Attend and participate in regional meetings at the national conference (i.e., team meeting, regional update, etc.).

Benefits:

NAFSA Region VII provides access to resources and networking throughout the year. 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.