

***NAFSA: Association of International Educators
Volunteer Position Description***

<i>Position:</i>	Treasurer
<i>Committee:</i>	NAFSA Region VIII Team
<i>Appointment:</i>	Regional Chair
<i>Term Dates:</i>	2 years

Overall Responsibility

- 1) Work closely with chair stream to manage the assets of the Region in accordance with the regional operating procedures and national bylaws and standing rules.
- 2) Act as an advisor on fiscal issues for conferences (including conference grants), events (i.e. Advocacy Day travel grants) and regional business in general.
- 3) Prepare an annual budget and present it to the Regional Team for approval.
- 4) Maintain appropriate financial records and prepare annual or quarterly reports to the Regional Chair and Team as specified in the regional operating procedures.
- 5) Ensure that regional fundraising conform to the NAFSA Guidelines for Fundraising.
- 6) Attends team meetings- both in person and via conference call and all national trainings.
- 7) Carries out individual assignments made by the Regional chair.
- 8) Make payments and issue reimbursements on behalf of the region to team members and outside constituents.
- 9) Give financial report to the Regional Team/members at the following meetings/events:
 - a. Region VIII Spring Team Meeting
 - b. Region VIII Team meeting at the annual national conference
 - c. Region VIII Update at the annual national conference
 - d. Town Hall / business meeting at the Region VIII conference

Basic Functions

Reports to the Regional chair. Actively participates in the work of the regional team; provides thoughtful input to the deliberations of the team; focuses on the best interest of NAFSA and the team rather than on personal or constituent interests; supports NAFSA diversity and inclusion goals; and works toward fulfilling the team's goals.

Relationships with Staff

The treasurer works closely with the Regional Chair-stream and the NAFSA liaison to the regional treasurers.

Volunteer Commitment

On average, 10 hours per month will be needed to complete the ongoing work. The heaviest periods of work will occur in:

- April/May (preparing for and attending the leadership meetings right before the national conference).
- Oct/Nov (preparing for and attending the regional conference)

Required Qualifications

- NAFSA Region VIII member
- Experience in managing budgets *preferred*
- Understanding of NAFSA and its leadership structure
- Willingness to promote NAFSA
- Demonstrated commitment to the field of international education
- Support and encouragement of home institution to carry out the responsibilities of a regional treasurer

Last Updated: June 2019