

NAFSA: Association of International Educators
Volunteer Position Description

Position:	Chair Stream (Chair, Chair Elect, Past Chair)
Committee:	NAFSA Region VIII Team
Appointment:	Regional Election through membership nomination
Term Dates:	3 years (One year each Chair Elect, Chair, Past Chair)

Qualifications:

- NAFSA Region VIII member
- Have served on regional team for two years
- 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 Chair Elect/Chair/Past Chair (3 year overall commitment)

Regional responsibilities during three-year term include:

- Attend/Lead all regional team meetings and business meetings, including Spring Team Meeting (February/March)
- Serve as an active voting member of chair stream and regional Team
- Support and collaborate as needed with plans for regional conference
- Work with chair stream to coordinate and oversee regional business, including managing regional volunteer positions, budgets and finances, delivery of regional events and meetings (Spring team meeting, budget meetings, etc.), future conference site sourcing
- Serve on the Executive Team (Chair Stream, Treasurer, Conference Planner stream)

National responsibilities during three-year term include:

- Participate in monthly cohort meetings and other meetings as called run by NAFSA Regions staff
- Attend national leadership training when required

1st Year: Additional responsibilities as Chair-elect include:

- In coordination with Chair, identify responsibilities for the year based on skills and interests and on the current needs of the region and Team

- Learn about the current policies and practices of the region - Shadow Chair maintain a regular check-in schedule w/ chair.
- Assist in presentation of Newcomers session at Regional conference
- Serve on a Region VIII committee
- Assist Chair stream in future conference site selection process
 - Work with Communications Representative on management of list-serves and website
- Facilitate nominations process for open positions, including updating of position descriptions
- Maintain Executive Team Meeting minutes

2nd Year: Additional responsibilities as Chair include:

- Coordinate planning and delivery of regional programs and events
- Develop agenda for Team meetings
- Develop agenda and coordinate two regional update meetings as needed
- Support and collaborate with Conference Chair on plans for regional conference
- Support and collaborate with Treasurer (and the rest of the chair stream) regarding financial management of regional expenses including approval of expenditures, signing of checks for regional business, and reviewing of financial reports
- Work with Secretary on production of minutes and management of regional archives
- Respond to membership needs and requests
- With Chair-stream, consider appropriate candidates for regional team positions
- Attend regional events
- Serve as mentor to Chair-Elect, maintaining regular check ins

3rd Year: Additional responsibilities as Past Chair include:

- As a member of the national NAFSA Regional Affairs Committee (RAC), communicate NAFSA information to the region and participate in meetings.
- Review and update Region VIII Operating Procedures
- Serve on Mentor/Mentee committee

Resources from Region VIII include:

- Discounted registration for Annual Conference (May/June)*
- Complimentary hotel for regional meetings and conferences*
- Complimentary hotel and conference for regional conference (Chair)*
- Discounted hotel for regional conference, complimentary registration for regional conference (Chair elect, Past Chair)*

*Subject to Change