

NAFSA: Association of International Educators
Volunteer Position Description

Position: Conference Planner Stream (Conference Planner, Conference Planner Apprentice)

Committee: NAFSA Region VIII Team

Appointment: Regional Election through membership nomination

Term Dates: 2 years (One year Planner, One year Planner Apprentice)

Qualifications:

- NAFSA Region VIII member
- Have served as Conference Planner Apprentice in order to qualify for Conference Planner
- Previous experience with event planning 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 Conference Planner/Apprentice (2 year overall commitment)

Regional responsibilities during three-year term include:

- Work closely with the Conference Planner Designate, Regional Chair and conference planning committees in the planning and implementation of the regional conference.
- Participate in regional team meetings to represent conference planning interests and to keep the Chair informed of planning, issues, and activities relating to the regional conference.
- Attend and participate in the following events
 - Regional Team meeting
 - Annual Conference
 - Regional fall conference

National responsibilities during two-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 Conference Planner Apprentice include:

- Shadow Conference Planner in all parts of the Regional Conference preparation
- Assigned specific tasks as needed by Conference Planner

2nd Year: Additional responsibilities as Conference Planner include:

Specific conference duties include:

- Prepare and monitor conference budget in conjunction with Treasurer
- Submit requests for payment to Chair-stream and Treasurer in a timely fashion
- Ensure the current year's hotel contract and insurance policies are in place
- Coordinate sub-committees including workshops, exhibitors, marketing, publications, job registry, local arrangements, volunteers, etc.
- Update the region through the region's website and list-serve regarding upcoming conference information and registration materials
- Oversee session proposal process from regional members and colleagues
- Arrange the schedule of sessions selected by the Team, including rooms and AV/tech needs
- Prepare the conference registration software and hotel reservation information, and forward to Communications Representative for posting on website and notify the region through the list-serv and social media when ready for use
 - Work with Secretary on the Registrar duties of the conference
- Coordinate preparation of conference program
- Serve as the principal contact for conference management and registration software for set up and troubleshooting of any issues
- Support and coordinate with Exhibitor & Sponsorship Coordinators on sponsorship opportunities and expo hall set up
- Serve as principal contact with the hotel conference representative
- Serve as principal trouble-shooter and problem-solver for conference attendees and presenters
- Communicate and coordinate with the Local Arrangements Committee to ensure the setup and implementation of the hospitality table; local restaurant hops; travel and tourism information on the local area and attractions; local directions and transportation information; welcome letter from local officials
- Coordinate volunteers, including collection and tabulation of session evaluation forms
- Coordinate with Chair-stream on preparation and implementation of conference evaluation
- Maintain records, including the conference training manual
- Assist the Chair in identifying potential candidates for the position of conference planner apprentice for the next term
- Assist in the training of the conference planner apprentice

Resources from NAFSA include:

- Complimentary hotel for regional meetings (Conference Planner)

- Discounted hotel for regional conference, complimentary registration for regional conference

Updated October 2024