

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

Position: Regulatory Ombuds, Region VIII

Committee: NAFSA Region VIII Team

Appointment: By Regional Chair

Term Dates: 2 years

Qualifications:

- Minimum two years DSO/ARO experience and demonstrated expertise with current US immigration policy & practice within an educational setting
- 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

Responsibilities:

- The Regulatory Ombuds provide regulatory liaison assistance to Region VIII members in the form of advice and guidance
- 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 Report and Issue function
- Attend and participate in regional team meetings
- Serve as a responsible member of the team, keeping regulatory interests in mind.
- Maintain an ongoing file of regulatory activities: a resource/information file.
- Participate in virtual discussions of national regulatory network(s).
- Disseminate information of interest members through articles in the regional newsletter and e-mails to individuals in Region VIII.
- Serve as a resource to constituents in the region; elicit feedback on issues.
- Work with Conference Planners to coordinate appropriate regulatory portions of the regional conference programs.
 - Serve as the point person to invite representatives of local/district/regional government offices to present sessions at the Regional Conference.
 - Initiate special activities. Encourage integration of KC with other NAFSA KC's through cross- KC programming
 - Solicit proposals, identify and cultivate potential session chairs and topics.
 - Assist Workshop Coordinator with identifying Workshop facilitators.

- Serve as the point person to invite representatives of local, district, or regional government offices to present at the Regional Conference.
- Report on KC activities to the Regional Team/members at the following meetings/events:
- Encourage regional workshops and sessions dealing with regulatory topics.
- Assist Chair Stream in recruiting, selecting and training replacement.
- Serve as mentor to successor.
- Assess / develop / recruit potential new leaders for NAFSA leadership positions (i.e. Region VIII Team and beyond)
- Identify potential members and encourage membership in NAFSA.

Commitment

- Reports to the Region's Chair and is expected to actively participate in the work of the regional team, provide thoughtful input to the deliberations of the team, focus on the best interest of NAFSA and the team rather than on personal or constituent interests, and work towards fulfilling the team's goals.
- Should attend and participate in regional team meetings throughout the year and attend any relevant NAFSA meetings

Updated October 2024