



NAFSA: Association of International Educators: Region XII
Job Description: Chair Stream

Term:

Three years

First year: Serve as Chair-Elect

Second year: Serve as Chair

Third year: Serve as Past-Chair

Appointment:

Vote of Regional membership to Chair-Elect position

Qualifications:

- Previous experience at the regional level in international education activities
- Previous experience on the Regional Leadership Team
- Willingness to serve as a part of the regional leadership and work with the chair-stream on team training and conference planning
- Must have the support and backing of one's institution/organization and direct supervisor to carry out the responsibilities of the position
- Ability to attend all Region XII team meetings, Region XII Fall Conference and scheduled Regional Update meetings
- Ability to attend Washington Leadership Meeting in January and NAFSA Annual Conference
- Engage in routine business and online correspondence with the Region XII team
- NAFSA membership encouraged, but not required

Responsibilities:

1st Year - Chair-Elect Region XII

- Chair-Elect position requires at least 1 year past experience on the Region XII team to apply
- Fulfill duties of the Chair in the Chair's absence
- Assist the Chair with Regional Team Meetings, Regional Updates and any Conference duties as needed.
- Coordinate Newcomers Orientation during the Regional Conference
- Coordinate Annual Travel Grant process
- Coordinates Team Recruitment Process for the Regional Leadership Team - updating forms and documents, promoting, and overseeing review
- Assist with planning of future conferences in conjunction with Chair
- Attend national leadership training meetings on behalf of the region
- Update NAFSA RXII Regional Team Shared Folder with information relevant to position to ensure continuity and historical information for future leaders and activities
- Perform other duties, as may be assigned by the Chair or Past Chair



2nd Year - Chair Region XII

- Oversee and guide all Region XII activities in coordination with NAFSA Regional Affairs Team
- Keep the Region XII team and membership informed of issues and activities related to international education
- Preside at all Region XII Leadership meetings and Regional Updates
- Coordinate yearly budget planning efforts with regional leadership team and timely audits of regional financial records in coordination with Region XII Treasurer
- Assist Region XII Conference Planner to ensure successful Regional Conference
- Help recruit new members for the Regional Leadership Team
- Coordinate orientation to onboard new Regional Team members
- Liaise with Academy Coach to facilitate delivery of Regional Academy Grant, Education & Training Coordinator/Conference Chairs for Trainer Corps Grant, and Advocacy Representative for Day of Action Grants
- Attend national leadership training meetings on behalf of the region
- Provide mentorship for the Chair-Elect
- Coordinate call for Service Awards
- Review and update Standard Operating Procedures as needed
- Update NAFSA RXII Regional Team Shared Folder with information relevant to position to ensure continuity and historical information for future leaders and activities
- Manage regional travel grants (call for nominations, select recipients)
- Coordinate Regional Travel Grant process

3rd Year - Past-Chair Region XII

- Provide support to the Chair as needed, including participation in Executive Team meetings
- Attend national leadership training meetings on behalf of the region and serve on the national Regional Affairs Committee (RAC)
- Assist Chair-Elect to fulfill duties of the Chair in the Chair's absence
- Help recruit new members for the Regional Leadership Team
- Assist with planning of future conferences in conjunction with Chair
- Update NAFSA RXII Regional Team Shared Folder with information relevant to position to ensure continuity and historical information for future leaders and activities
- Perform other duties, as may be assigned by the Chair
- Coordinate Regional Awards Selection for Regional Conference