

Region I NAFSA Team Position Descriptions

Summary

Being on the NAFSA Region 1 Leadership Team benefits professional development, provides a supportive teamwork environment and helps to lead the region in promoting international education. Team positions are on a volunteer basis and we ask for a minimum 1 year commitment.

As team positions become available they will be advertised in the NAFSA Region 1 Newsletter and on the NAFSA Region 1 Facebook page. All team positions are voluntary and will receive an offer and renewal letter.

As a team member these are some general roles/expectations:

- Most team positions start in January and last from 1-3 years
 - Ideally new appointments are announced by the start of our Fall regional conference so the new person can shadow their predecessor
- All team members are expected to attend the NAFSA Region 1 conference while they serve on the team (this needs to be funded independently-there may be some regional funding support for this determined by the Chair and budget each year)
- All team members are expected to attend a 2 day spring team meeting (depending on restrictions this could be virtual or in person)
- Executive team members (Chair stream, Planner and Treasurer) are expected to attend an online day training every January
- Team members, on average, should plan for 2 hour a month for team calls
- Team members on average should plan for 5-8 hours per month for position duties (varies depending on role)
- In addition to your team role, team members are expected to work on various committees throughout the year to help move goals of the regional team forward and with planning for the regional conference
- Team members are expected to help with general conference planning during the regional conference which may impact their ability to attend sessions
- Team members are expected to update their position descriptions upon departure from their position and train their successor

How to Apply

Please [fill out the member interest form here](#). A member of the leadership team will then reach out to you to request a resume and informal interview to discuss the team and position.

Questions? Contact the leadership team at region1nafsa@gmail.com

Executive Leadership Team of NAFSA Region 1 is Chair, Chair Elect, Past Chair, Treasurer and Conference Planner

Chair of NAFSA Region 1

- Elected by region to oversee the region
- Preside over meetings of the region and the team
- Maintain a record of action items decided by the team
- Ensure that the audit of regional financial records is completed in a timely fashion
- Serve as conference chair
- Help recruit regional members
- Help the chair-elect recruit team members
- Assist with the planning of future conferences
- Provide liaison to national association for the region
- Mentor the Chair-Elect
- Attend national leadership training meetings on behalf of the region

Chair-Elect of NAFSA Region 1

- This position requires at least 1 year experience on the regional team to apply
- This position is elected each fall by the region
- Preside over regional and team meetings in the absence of the Chair
- Assume the Chair position in event of a vacancy
- Serve as VIP liaison for annual conference: schedule, confirm, and welcome
- Manages regional awards, reviews with Executive team (call for nominations, select recipients, order plaques, present awards)
- Leads the communication committee within the regional team, including updating the regional website
- Assist with planning of future conferences in conjunction with Chair
- Presents the newcomer session at the regional conference
- Attend national leadership training meetings on behalf of the region
- Perform other duties, as may be assigned by the Chair
- Sign future conference contracts

Past Chair of NAFSA Region 1

- Provides support to the Chair
- Attend national leadership training meetings on behalf of the region and serve on the national Regional Affairs Committee (RAC)
- Manages regional travel grants (call for nominations, select recipients)
- Provide and support leadership development in the region
- Chairs Professional Development Committee

- Perform other duties, as may be assigned by the Chair

Conference Planner

- Part of the executive leadership team
- Works with hotel on conference contract
- Schedules sessions and works with presenters on submissions, decisions and logistics
- Handles logistics of hotel, food and beverage and scheduling
- Handles development of the website in Cvent and management of the conference in Cadmium
- Collaborates with other team members, especially
 - Welcome committee (conference volunteers, pre-conference communication with attendees)
 - Sessions committee (pre-conference communication with presenters, assigning sessions and session rooms)
- If applicable, coordinates and collaborates with conference planning team from other regions during bi/tri-regional conferences

Treasurer

- Manage the assets of Region I in accordance with the by-laws, standing rules, and best practice
- Provide guidance with regard to saving and disbursing funds
- Prepare reports of activities as required by the chair-stream
- Serve as a member of the executive committee of the region, assessing financial impacts of decisions of the regional team and developing a financial plan for income, expenditures and investments
- Prepare an annual budget and at the Spring Team Meeting present it to the team for approval
- Works with the conference-planner and chair stream on conference planning by developing a budget that will ensure registrations and workshops will cover expenses
- Ensure that regional fundraising activities conform to the NAFSA Guidelines for Fundraising
- Works with the Silent Auction team to handle financial transactions during the night and follow-up letters to donors
- Comply with NAFSA National Office requirements for reporting and auditing
- Assist Region I chair-stream in identifying potential candidates as a successor
- Perform other related duties as requested by the Chair

Additional Regional Team Roles

Conference Planner Apprentice (*Open for 2026*)

Works closely with Conference Planner on overall conference schedule creation and updates; oversight for online planner/conference app; main point of contact for some designated conference committees/roles. This individual will move into the conference planner role in the following year.

Past Conference Planner

- Works closely with conference planner, acts as sessions team leader and coordinates Region I team meetings and awards (w/exec team). Advises on Contract management and Overall scheduling

Communications and Public Relations (PR) Representative

- Serve on the communication committee.
- Lead the creation of, and send out, the monthly regional newsletter through Constant Contact. Send to Chair and/or other designee(s).
- Leads the application process for sponsors of the newsletter, works with the communication team to get sponsorship in the newsletter. Works with the Development rep on potential sponsors.
- Coordinate with other team members on regional events and offerings for the year.
- Perform other duties, as may be assigned by the Chair.

Social Media Manager

- Serve on the communication committee
- Supports the creation of the monthly regional newsletter with the Communications and PR representative
- Works with communication team on social media posts and website edits
- Promotes and updates the region on NAFSA membership opportunities
- Coordinate with other team members on regional events and offerings for the year
- Perform other duties, as may be assigned by the Chair

Development Representative

- Maintain a list of organizations and individuals who are current or potential exhibitors, sponsors, advertisers, or partners for the regional conference
- Identify and develop potential new sources of income for the region with an eye to diversifying the sources
- Identify and secure in-kind donations to the region, including A-V equipment, computers, and raffle or auction items
- Maintain correspondence with exhibitors, sponsors, advertisers, donors; prepare invoices
- Establish a plan of development activities for the year and recruit assistance from the team and region

- Perform other duties, as may be assigned by the Chair

International Enrollment Management (KC-IEM) Representative *(Open for 2025)*

- Participate in national KC team conference calls and keep current with KC issues at the national level
- Serve as a resource for regional members by providing information or establishing links with others in the field (through activities such as a newsletter, training opportunities, the regional conference, and workshops)
- Respond to questions from colleagues posted to Network NAFSA
- Recruit presenters for conference regional program sessions and workshops pertaining to the KC; assume leadership role for regional conference programming related to the KC
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Keep the regional team and the regional membership informed of KC needs and issues
- Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC
- Inform regional KC membership of best practices in our region and other regions
- Stay abreast of the national issues affecting the interests and work of the KC and provide regional input
- Encourage and assist new regional members of the KC
- Chair the KC meeting at the regional conference
- Perform other duties, as may be assigned by the Chair

Education Abroad-Institution (KC-EA) Representative

- Participate in NAFSA EA Regional Liaison Conference Calls –report on our region and provide feedback to the team and region (coordinate with other EA Region I rep)
- Review the NAFSA national EA updates and inform the regional marketing team of items of interest to promote in the regional newsletter and social media
- Encourage engagement and participation of EA institutional offices in regional offerings and events
- Co-chair any other conference sessions that NAFSA national requests (i.e. “Financial Aid and Study Abroad”)
- Serve as a resource for regional members
- Join and participate in a Region I committee
- Lead a networking or professional development offering (not necessarily tied to conference)
- Perform other duties, as may be assigned by the Chair

Education Abroad-Provider (KC-EA) Representative

- Participate in NAFSA EA Regional Liaison Conference Calls –report on our region and provide feedback to the team and region (coordinate with other NAFSA Region I EA rep)
- Review the NAFSA national EA updates and inform the regional marketing team of items of interest to promote in the regional newsletter and social media
- Attend monthly all team meetings
- Join the Sessions Committee with the Region I team
- Serve on the annual regional conference team
- Recruit exhibitors for the regional conference
- Lead fundraising for raffle items at annual regional conference
- Chair at least one conference session that NAFSA national requests (i.e. “Financial Aid and Study Abroad”)
- Serve as a resource for regional members, particularly EA providers
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- Perform other duties, as may be assigned by the Chair

International Education Leadership (KC - IEL) Representative

- Serve as a resource for regional members by providing information or establishing links with others in the field (through activities such as a newsletter, training opportunities, the regional conference, and workshops)
- Recruit presenters for conference regional program sessions and workshops pertaining to the KC; assume leadership role for regional conference programming related to the KC
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Keep the regional team and the regional membership informed of KC needs and issues
- Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC
- Inform regional KC membership of best practices in our region and other regions
- Stay abreast of the national issues affecting the interests and work of the KC and provide regional input
- Encourage and assist new regional members of the KC
- Chair the KC meeting at the regional conference
- Perform other duties, as may be assigned by the Chair

Teaching, Learning and Scholarship (KC - TLS) Representative (*Open for 2025*)

- Serve as a resource for regional members by providing information or establishing links with others in the field (through activities such as a newsletter, training opportunities, the regional conference, and workshops)
- Recruit presenters for conference regional program sessions and workshops pertaining to the KC; assume leadership role for regional conference programming related to the KC
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Keep the regional team and the regional membership informed of KC needs and issues
- Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC
- Inform regional KC membership of best practices in our region and other regions
- Stay abreast of the national issues affecting the interests and work of the KC and provide regional input
- Encourage and assist new regional members of the KC
- Perform other duties, as may be assigned by the Chair

International Student and Scholar Services (KC-ISSS) Representative (*Open for 2025*)

- Serve as a resource for regional members by providing information or establishing links with others in the field (through activities such as a newsletter, training opportunities, the regional conference, and workshops)
- Recruit presenters for conference regional program sessions and workshops pertaining to the KC; assume leadership role for regional conference programming related to the KC
- Participate in national KC team email discussions and keep current with KC issues at the national level
- Keep the regional team and the regional membership informed of KC needs and issues
- Identify KC regional colleagues and establish regional networks that discuss the issues of concern to the KC
- Inform regional KC membership of best practices in our region and other regions
- Stay abreast of the national issues affecting the interests and work of the KC and provide regional input
- Encourage and assist new regional members of the KC
- Perform other duties, as may be assigned by the Chair

British Columbia Representative (BC Rep)

- Represent the province on the region I team and within NAFSA

- Serve as liaison between the NAFSA region and state or provincial international education organizations
- Develop reciprocal interest, activity, and activity in regional and state or provincial matters
- Help identify members in the geographical area for regional or national leadership positions and awards
- Encourage state or provincial international educators to get involved in regional conference and activities
- Help identify professionals in the geographical area to assume team leadership positions, present at regional conferences, contribute to the team's work on behalf of the region (as on a task force, conference planning committee, or Knowledge Community network)
- Leads round table discussion webinar every April with other BC colleagues
- Perform other duties, as may be assigned by the Chair

Local Arrangements Coordinator *(Open for 2026 - Conference in Seattle, WA)*

- Serve as liaison between the regional team and the conference site (including hotel staff, visitors' bureau, local colleges & universities, and other entities); handle logistics
- Assume responsibility for conference programming outside of the sessions
- Arrange for hospitality
- Assume responsibility for on-side coordination of team
- Work closely with Conference Chair to ensure attention to all regional conference details
- Establish Local Arrangements Committee, assign responsibilities to committee members, and coordinate their work, as appropriate
- Recruit, train, and coordinate volunteers
- Work with the regional team on special events, entertainment, and other matters
- Promote and market the conference at other events prior to the conference (e.g., state meetings, regional updates, and national conference) with assistance from the team and LAC
- Perform other duties, as may be assigned by the Chair

Advocacy Representative

- Keep abreast of current federal legislative initiatives, regulations and policies of the U.S. government agencies affecting international education as well as state-level initiatives
- Utilize regional communication forums (e.g., regional website, newsletter, listserv, social media platforms, regional meetings and conferences) for dissemination of information.
- Liaise with NAFSA's public policy office to learn of current issues and responses at both the state and federal levels, and to share information about issues and sentiments in the states/Region

- Promote and support NAFSA advocacy initiatives within the Region (Advocacy Day, Connecting Our World, Grassroots Leadership Program, etc.)
- Bring state/Region advocacy initiatives to the team for discussion (scholarships, events, other)
- Coordinate the Region's Advocacy Day efforts and participate in, includes helping outgoing chair soliciting applicants and awarding travel grants, helping participants find roommates, collecting facts and anecdotes from members and non-members, and sharing AD experiences with the Region (Attendance is individually funded)
- Perform other duties, as may be assigned by the Chair

Community College Representative

- Assume responsibility for communicating and providing outreach with community and technical colleges in the region on matters related to international education and regional activities.
- Serve as a point of contact for community colleges who have questions about international education resources.
- Serve as the voice on the regional team, keeping two-year colleges' interest in mind in regional discussions and actions
- Encourage and solicit conference program and workshop proposals from two-year college members in the region
- Help identify community or technical college members for regional or national leadership positions and awards
- Encourage and provide leadership for establishing professional development activities for two-year college members
- Leads round table discussion webinar once a year with community college colleagues
- Perform other duties, as may be assigned by the Chair

ESL Representative

- Assume responsibility for communicating and providing outreach to ESL schools
- Serve as point of contact for ESL Members who have questions regarding best practices for hiring & training instructors and administrative staff, student needs that are particular to ESL learners, SEVIS/visa issues specific to ESL students, arrival and testing information, updates and best practices concerning ESL standardized tests, university preparation and more.
- Serve as the voice on the regional team, keeping ESL schools' interest in mind in regional discussions and actions and represent Regional English Language Schools pathways
- Encourage and solicit conference program and workshop proposals from ESL schools in the region

- Help identify ESL school members for regional or national leadership positions and awards
- Encourage and provide leadership for establishing professional development activities for ESL schools
- Leads round table discussion webinar once a year for ESL schools
- Perform other duties, as may be assigned by the Chair

NAFSA Academy Coach

- The NAFSA Academy coach provides support for Academy members
- The Academy Coach serves on the Region 1 team to provide information and updates regarding the academy
- In consultation with the Chair the Coach will help to find a replacement to the Coach if needed