



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

Term:

Two years

First year: Conference Apprentice

Second year: Conference Chair

Appointment:

By the Regional Chair in consultation with the Region XII Chair Stream
(Chair-Elect and Past Chair) & Conference Chair

Qualifications:

- A minimum of two years' experience in the field of international education
- 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, Conference Site visit (applicable expenses covered by Region), Conference Team planning meetings and Region XII Conference
- Ability to attend Washington Leadership Meeting in January (Chair only), monthly Conference Planner Cohort meetings and NAFSA Annual Conference
- Engage in routine business and online correspondence with the Region XII team
- NAFSA membership encouraged, but not required

Responsibilities:

Year 1 - Conference Apprentice:

- Assist Conference Chair as assigned; participate in conference planning, observe processes and planning throughout the year.
- Conference Apprentice will be assigned a leadership role within the Conference Planning Team, which will include coordinating several teams.
- Observe the budgetary process to ensure thorough understanding of the budget and guidelines for future conference planning.
- Actively engage in the conference planning process and provide support to the Conference Planning Team as necessary.
- Assist Regional Executive Team in identifying potential candidates for Conference Chair-stream.
- Update NAFSA RXII Regional Team Shared Folder with information relevant to position to ensure continuity and historical information for future leaders and activities



Year 2 - Conference Chair:

- Serve on Region XII Executive Team
- Recruit and manage Conference Planning Team and assign roles to various members to assist in conference planning.
- Coordinate all plans for the conference, maintaining contact with the regional executive team, conference team members, and conference hotel.
- Oversee management of session proposals, catering, room assignments, special events, audio/visual, and other conference elements as necessary.
- Create and manage conference budget under guidelines approved by Region XII. Ensure conference expenses are fiscally responsible and the conference is profitable.
- Work closely with Communications Coordinator to promote the Region XII Conference through the Newsletter, social media and Region XII website.
- Determine methods of evaluating conference and submit final conference reports to Regional Chair and NAFSA National as required
- Assist the Region XII Chair in collecting information for the conference report to National NAFSA.
- Assist Region Executive Team in identifying potential candidates for Conference Chair stream.
- Train Conference Apprentice through year-long apprenticeship. Ensure a smooth transition for the successor to the position.
- Update NAFSA RXII Regional Team Shared Folder with information relevant to position to ensure continuity and historical information for future leaders and activities