

NAFSA: Association of International Educators
Region X
Position Description

CHAIR-ELECT

Term:	One year, two months
Appointment:	Elected by the Regional membership
Qualifications:	A NAFSA member. Minimum of one year of previous service on regional team required. Interest in and commitment to the position along with time and willingness to serve NAFSA. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops.
Time Commitment:	Two to three hours per week, with increased responsibilities after team meetings and national and regional conferences, in addition to time commitment for conference calls and meetings.
Responsibilities:	Attend all team meetings, regional conferences, and when possible, the Annual NAFSA Conference and Washington Leadership Meeting (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair):

4 Team Meetings: Spring Team Training (Feb-March); Team Meeting at Annual conference (May-June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November)
Annual NAFSA Conference (May-June): Attend NAFSA Chair Stream/Cohort meetings, Regional Team Meeting, Regional Business Meeting, Region X Past-Chairs' Reception
Washington Leadership Meeting (January): Attend NAFSA Chair Stream/Cohort meetings and regional team meetings
Conference calls (Throughout the year, but weekly leading up to the Regional Conference)
Cohort calls (monthly): Participate on conference call with other regional chair-elect

- Serve as member of the regional team's executive committee.
- Assist the Chair in coordinating and planning the Region X conference: serve as the session coordinator for Region X conference; develop a call for proposals and the session proposal form with assistance from NAFSA; coordinate placement of sessions in program; acknowledge acceptances and non-acceptance of proposals; and work with team members to filter session information for printed and online program.
- Select members for the regional team in accordance with Region X Standing Rules and in consultation with Executive Committee and national committee chairs.

- Submit to NAFSA the names of team members and positions.
- Serve as a resource and advisor to all team members.
- Encourage all forms of professional development activity within the region.
- Identify potential members and encourage membership in NAFSA.

Revised February 2017