

FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

FAIE STATE CHAIR

<p>Bylaws Description:</p>	<p>The Florida Association of International Educators State Chair will serve concurrently as the Florida State Representative to NAFSA Region VII. In the event that the Chair is unable to assume the role as the Florida State Representative to NAFSA Region VII, a representative from the Executive Board may be appointed.</p> <p>The State Chair shall be the Chief Executive Officer of the organization, serving concurrently as Florida State Representative to NAFSA Region VII unless a representative is appointed. The State Chair shall preside at all meetings of the Executive Board, and will discharge all official duties pertaining thereto.</p>
<p>Term:</p>	<p>Two Years</p>
<p>Appointment:</p>	<p>By previous nomination and election as FAIE State Chair Elect</p>
<p>Qualifications:</p>	<p>Must be a member of NAFSA: Association of International Educators; should have at least four years of full-time experience in international education with a minimum of two years as an FAIE officer.</p>
<p>Responsibilities:</p>	<p>Serve as Chief Executive Officer for FAIE.</p> <p>Serve as Florida State Representative to NAFSA Region VII unless a FAIE representative is appointed.</p> <p>Call and lead all meetings of the FAIE and the Executive Board representing the interests of international educators and community volunteers in Florida.</p> <p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p>

	<p>Make appointments to the Executive Board as allowed under the FAIE Constitution, and provide oversight and supervision of Executive Board members.</p> <p>Serve as mentor to the FAIE State Chair Elect.</p> <p>Work closely with the Region VII Team and the FAIE Executive Board.</p> <p>Work closely with District Coordinators in planning and implementing the annual district level workshops.</p> <p>Maintain good records and FAIE membership database.</p>
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FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

FAIE PAST STATE CHAIR

Bylaws Description:	The Past Chair will serve as a consultant to the FAIE Executive Board.
Term:	One Year
Appointment:	By previous service as FAIE State Chair Elect and FAIE State Chair.
Qualifications:	Must be a member of NAFSA: Association of International Educators. In addition, the Past State Chair must have served as FAIE State Chair (two years) prior to holding office as Past Chair.
Responsibilities:	<p>Call and lead all meetings of the FAIE and the Executive Board representing the interests of international educators and community volunteers in Florida in the absence of the FAIE Chair or Chair Elect.</p> <p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p> <p>Serve as mentor to the FAIE State Chair Elect.</p> <p>Work closely with the FAIE Executive Board.</p> <p>Pass on any and all FAIE records and official documents to the State Chair.</p>

FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF DUTIES

FAIE STATE CHAIR ELECT

Bylaws Description:	The Chair Elect will serve as FAIE newsletter editor, overseeing the Professional Mentorship Program, and will have executive authority in the absence of the State Chair.
Term:	One Year
Appointment:	By nomination and election during the annual state conference of second of State Chair's term of office.
Qualifications:	Must be a member of NAFSA: Association of International Educators; should have at least four years of full-time experience in international education with a minimum of one year as an FAIE officer.
Responsibilities:	<p>Call and lead all meetings of the FAIE and the Executive Board representing the interests of international educators and community volunteers in Florida in the absence of the State Chair.</p> <p>Support the Chair in execution of the annual state conference.</p> <p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level by working closely with the FAIE Executive Board.</p> <p>Work closely with District Coordinators in planning and implementing the annual district level workshops.</p> <p>Assist in the maintenance of good records and FAIE membership database.</p>

	Assist the FAIE website coordinator with historian duties.
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FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF DUTIES

TREASURER

Bylaws Description:	The Treasurer shall maintain financial records and prepare an annual statement to be presented to the membership at the annual State Conference. The Treasurer shall also perform related duties as assigned by the Chair.
Term:	Two Years
Appointment:	By nomination and election at State Meeting.
Qualifications:	Must have at least two years of full-time experience in international education with at least one of these years having been served in the State of Florida.
Responsibilities:	<p>Maintain FAIE's financial records and prepare an annual statement or report to be presented to the membership at the State Meeting.</p> <p>Prepare and file tax forms as required and when necessary, including all required filings with the Internal Revenue Service related to FAIE's Tax Exempt Status.</p> <p>Handle all fiscal responsibilities with respect to conference and travel costs of the FAIE State Chair and any reimbursements to any FAIE Executive Board member with approval of FAIE State Chair.</p> <p>Maintain good records and pass on any and all financial records and related documents to the next Treasurer and/or the current FAIE State Chair.</p> <p>Perform related duties as assigned by FAIE State Chair.</p> <p>Work closely with the FAIE Executive Board.</p>

	<p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p>
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FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

FAIE DISTRICT COORDINATORS: A, B, C, D, & E

<p>Bylaws Description:</p>	<p>The District X Coordinator will serve as a member of the FAIE Executive Board, and will represent the interests of District X to the Executive Board. The coordinator will be responsible for planning and implementing at least one district level event / meeting per year. Other FAIE district level workshops, gatherings, and meetings will be held at the discretion of the District X Coordinator working in conjunction with the FAIE State Chair.</p>
<p>Term:</p>	<p>Two Years</p>
<p>Appointment:</p>	<p>By the State Chair</p>
<p>Qualifications:</p>	<p>Must have at least one year of experience in international education in a higher education environment with at least one year having served in the state of Florida. Must be familiar with international education and immigration issues.</p>
<p>Responsibilities:</p>	<p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p> <p>Serve on the FAIE Executive Board.</p> <p>Plan and implement at least one district level immigration/international education workshop per year as an outreach to the district.</p> <p>Work closely with State Chair in planning and implementing the annual state conference.</p> <p>Maintain good records.</p>

FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF DUTIES

MARKETING & COMMUNICATIONS COORDINATOR

Bylaws Description:	The Marketing & Communications Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The Communications Coordinator will be responsible for establishing, managing and moderating FAIE electronic communication in an effort to support FAIE's information dissemination and outreach goals. The Communications Coordinator is responsible for taking minutes at the board meetings.
Term:	Two Years
Appointment:	By the State Chair
Qualifications:	Must have at least two years of full-time experience in international education in a higher education environment with at least one of these years having been served in the State of Florida.
Responsibilities:	Establish, maintain and moderate FAIE electronic communication including email correspondence and social media presence. Handle all operational and logistical procedures related to FAIE electronic communication. Responsible for taking minutes at all official meetings of the membership and executive board. Minutes are passed to the Website Coordinator for posting on the website as deemed necessary by the Executive Board. Work closely with FAIE State Chair in managing information content that meets FAIE's ethical and professional standards of service and practice.

	<p>Maintain good records and files related to responsibilities and pass on any and all of these to the next Marketing & Communications Coordinator and/or to the FAIE State Chair.</p> <p>Perform related duties as assigned by FAIE State Chair.</p> <p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p>
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FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF DUTIES

WEBSITE COORDINATOR

<p>Bylaws Description:</p>	<p>The Website Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The Website Coordinator will be responsible for maintaining and updating the FAIE Website in an effort to support FAIE's information dissemination and outreach goals.</p>
<p>Term:</p>	<p>Two Years</p>
<p>Appointment:</p>	<p>By the State Chair</p>
<p>Qualifications:</p>	<p>Must have at least two years of full-time experience in international education in a higher education environment with at least one of these years having been served in the State of Florida.</p>
<p>Responsibilities:</p>	<p>Establish, maintain and update FAIE website.</p> <p>Handle all operational and logistical procedures related to the FAIE website.</p> <p>Work closely with FAIE State Chair in development and management of content and design that meets FAIE's ethical and professional standards of service and practice.</p> <p>Maintain good files and records related to responsibilities and pass on any and all of these to the next Website Coordinator and/or to the FAIE State Chair.</p> <p>Perform related duties as assigned by FAIE State Chair.</p> <p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Serve as FAIE Historian.</p>

	Foster the goals of NAFSA:AIE and FAIE at the state level.
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FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

FAIE AREA COORDINATORS:

**INTERNATIONAL STUDENT & SCHOLAR, ADMISSIONS & STUDENT RECRUITMENT,
STUDY ABROAD, ENGLISH LANGUAGE PROGRAMS, and SECONDARY SCHOOL
COORDINATOR**

<p>Bylaws Description:</p>	<p>FAIE International Student and Scholar Coordinator: The International Student and Scholar Coordinator shall be appointed by the FAIE State Chair. The International Student and Scholar Coordinator will be responsible for representing the interests of international student and scholar professionals in Florida.</p> <p>FAIE Admissions Coordinator: The Admissions Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The Admissions Coordinator will be responsible for representing the interests of international admission professionals in Florida.</p> <p>FAIE Study Abroad Coordinator: The Study Abroad Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The Study Abroad Coordinator will be responsible for representing the interests of study abroad professionals in Florida.</p> <p>FAIE English Language Programs Coordinator: The English Language Program Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The English Language Programs Coordinator will be responsible for representing the interests of English language program professionals in Florida.</p> <p>FAIE Secondary School Coordinator: The Secondary School Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The Secondary School Coordinator will be responsible for representing the interests of secondary school professionals engaged in international education in Florida.</p>
<p>Term:</p>	<p>Two Years</p>

Appointment:	By the State Chair
Qualifications:	Must have at least one year of experience in international education in a higher education environment with at least one year having served in the state of Florida.
Responsibilities:	<p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, advocacy, and funding available through NAFSA and FAIE. This information should be communicated to the Marketing & Communication Coordinator for inclusion in member outreach.</p> <p>Responsible for planning two events each year for members in their field.</p> <p>May serve as a facilitator for the Professional Learning Communities program.</p> <p>Responsible for representing the interests of the membership as relates to the corresponding area of interest.</p> <p>Work with Membership coordinator to ensure updated records for those in the field in the state of Florida.</p> <p>Serve as a liaison with organizations with similar goals to FAIE and the appropriate Knowledge Community. Study Abroad Coordinator to serve as liaison with FCIE, Admissions Coordinator to serve as liaison with Study Florida, and English Language Coordinator to serve as liaison with FIEC and Sunshine State TESOL.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p> <p>Serve on the FAIE Executive Board.</p> <p>Identify and select break-out sessions and proposals relative to their interest area for the annual state conference.</p> <p>Can create a committee of members to help with objectives laid out by Knowledge Community Coordinators, the Board and FAIE.</p> <p>Work closely with State Chair in planning and implementing the annual state conference.</p>

	Maintain good records.
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DESCRIPTION OF RESPONSIBILITIES

FILC COORDINATOR

Bylaws Description:	The Florida International Leadership Conference Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The FILC Coordinator will be responsible for managing the annual FILC conference.
Term:	Two Years
Appointment:	By the State Chair
Qualifications:	Must have at least one year of experience in international education in a higher education environment with at least one year having served in the state of Florida.
Responsibilities:	<p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Create a committee to help with the execution of the conference including designating a registrar.</p> <p>Responsible for managing the annual Florida International Leadership Conference.</p> <p>Handle all fiscal responsibilities with respect to the FILC conference and work closely with FAIE Treasurer to adhere to all tax laws related to FAIE tax status.</p> <p>Maintain good records and pass on any and all financial records and related documents to the FAIE Treasurer and/or the current FILC Coordinator.</p> <p>Collaborate with Communication & Marketing Coordinator to promote conference and and market event.</p>

	<p>Coordinates with the Development Coordinator for Sponsorship of FILC when possible.</p> <p>Serve on the FAIE Executive Board.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p>
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FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

CONFERENCE COORDINATOR

Bylaws Description:	The Conference Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The Conference Coordinator Registrar will be responsible for planning the summer board meeting and annual state conference.
Term:	Two Year
Appointment:	By the State Chair
Qualifications:	Must have at least one year of experience in international education in a higher education environment with at least one year having served in the state of Florida.
Responsibilities:	<p>Plan, coordinate, and execute the Summer Board Meeting and Annual State conference working in close cooperation with the State Chair.</p> <p>Submit registration data to NAFSA as it relates to On-Demand Workshops.</p>

	<p>Assemble welcome materials for conference attendees and aid in the onsite registration.</p> <p>Handle logistics with hotel, off-site venue (if applicable), and institution hosting the event.</p> <p>Handle all fiscal responsibilities with respect to the Summer Meeting and Annual State Conference and work closely with FAIE Treasurer to adhere to all tax laws related to FAIE tax status.</p> <p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p> <p>Serve on the FAIE Executive Board.</p> <p>Maintain good records.</p>
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FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

MEMBERSHIP COORDINATOR

Bylaws Description:	The Membership Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The Membership Coordinator will be responsible for working as a liaison between the organization and its members.
Term:	Two Years
Appointment:	By the State Chair
Qualifications:	Must have at least one year of experience in international education in a higher education environment with at least one year having served in the state of Florida.
Responsibilities:	<p>Develop and execute strategies to recruit and orient new members.</p> <p>Develop ongoing relationships with FAIE members.</p> <p>Expand the organization's presence throughout the state.</p> <p>Manage new and existing membership process.</p> <p>Maintains member data system to ensure accuracy and completeness of member information.</p> <p>Serve as a resource for international educators in Florida by raising awareness of opportunities for professional development, service, participation, ethical practice, and funding available through NAFSA and FAIE.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p> <p>Serve on the FAIE Executive Board.</p>

	Maintain good records.
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FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

AWARD & GRANT COORDINATOR

Bylaws Description	To be adopted in February 2022
Term	Two Years
Appointment	By the State Chair
Qualifications:	Must have at least one year of experience in international education in a higher education environment with at least one year having served in the state of Florida.
Responsibilities	<p>Oversees the administration of all grants and awards given out by FAIE.</p> <p>Works closely with the Treasurer, Marketing & Communications Coordinator, and Website Coordinator to ensure that information is available and accessible to members and that funds are paid to recipients.</p> <p>Liaises with other organizations that may collaborate in sponsoring or partnering for awards, scholarships and grants.</p> <p>Creates and carries out an evaluation system that promotes fairness, equity, and promotes ethical standards in review and approval.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p> <p>Serve on the FAIE Executive Board.</p> <p>Maintain good records.</p>

FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

DEVELOPMENT COORDINATOR

Bylaws Description	To be adopted in February 2022
Term	Two Years
Appointment	By the State Chair
Qualifications	Must be in the field of international education and regularly attends the FAIE Annual State Conference.
Responsibilities	<p>Overseas corporate sponsorship program (includes organizations, companies and insitutions) including to grow and develop these relationships and packages, recruit sponsors for each event, and ensure that FAIE fulfills obligations for various packages/sponsorship purchased and that money is collected from the vendor.</p> <p>Maintains sponsorship data to ensure accuracy and completeness of company and contact information.</p> <p>Advocate at the FAIE conference to ensure visibility and foot traffic at the annual conference. Attends the FAIE Annual Conference and is the primary contact for exhibitors and sponsors.</p> <p>Works closely with the Treasurer, Marketing & Communications Coordinator, Website Coordinator and FAIE Board to ensure payment is collected, content is published, and agreements are carried out.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p> <p>Maintain good records.</p>

FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS

DESCRIPTION OF RESPONSIBILITIES

PROFESSIONAL LEARNING COMMUNITIES COORDINATOR

Bylaws Description:	To be adopted in February 2022
Term:	Two Years
Appointment:	By the State Chair
Qualifications:	Must have at least one year of experience in international education in a higher education environment with at least one year having served in the state of Florida.
Responsibilities:	<p>Oversees and executes the Learning Community Program for FAIE.</p> <p>Publishes call to action for members to apply and recruits facilitators for each group.</p> <p>Meets regularly with facilitators to ensure that each group is successful and moving forward with their determined timeline.</p> <p>Provides training and/or resources to each facilitator prior to the beginning of the program and on an ongoing basis.</p> <p>Organizes the final event at the FAIE State Conference for each group to share their experiences, and administers a survey at the end of the program.</p> <p>Works closely with the Knowledge Community Coordinators, Marketing & Communications Coordinator, Website Coordinator, Membership Coordinator to ensure participation.</p> <p>Foster the goals of NAFSA:AIE and FAIE at the state level.</p>

	Maintain good records.
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