

# TAIE Leadership Team Roles & Responsibilities

## Chair

Term: One Year

### Appointment:

- By previous nomination and election as TAIE Chair Elect.
- Primary responsibility is to communicate all TAIE plans, activities, responsibilities and expectations to the TAIE Leadership Team via email and to the TAIE membership at large via [taie@list.vanderbilt.edu](mailto:taie@list.vanderbilt.edu).
- Immediately following NAFSA Region VII conference, develops email advertising to announce dates and session proposal deadline for TAIE Conference (to take place in spring)

### Qualifications:

- Serve as Chair-Elect

### Responsibilities:

- Serve as Tennessee Representative to NAFSA Region VII
- Call and lead all meeting for TAIE and Elected Officers representing the interests of international educators and community volunteers in Tennessee.
- Serve as resource person for international educators in Tennessee by raising awareness of opportunities for professional development, services, participation, ethical practice, and funding available through NAFSA and TAIE.
- Foster the goals of international education.
- Serve as mentor to the TAIE Chair Elect and work closely with the Elected Officers.
- Submit post-conference TAIE report of the minutes to TAIE listserv
- Coordinates the TAIE Leadership Team, including pre-conference meetings and post-conference reviews: Coordinates transitions to new Leadership Team after elections
- Coordinates with Local Arrangement Coordinator. Signs site contract: Oversees payment of deposit pre-conference and payment in full post-conference: Considers necessary site suggestions regarding food, lodging, session rooms, and technical equipment. Visits site in person at least once prior to conference in order to supervise conference preparation.
- Develops final Conference Program (requires submission of sponsors, sessions, and information from Registrar).  
Assembles Conference Packet Delegates tasks as needed and maintains eye on monthly calendar of TAIE preparations

## **Past Chair**

Term: One Year

Appointment:

- By previous nomination and election as TAIE Chair Elect.

Qualifications:

- Serve one year as Chair and one year as Chair Elect

Responsibilities:

- Assist Chair and Chair-Elect
- Perform other duties as assigned by Chair

## Chair Elect

Term: Three Years (one year as Chair-Elect, second year as Chair, third year as Past Chair)

Qualifications: Should have at least one year of full-time experience in international education in the state of Tennessee.

### Appointment:

- By nomination and election during annual conference.
- Becomes Chair Elect at the end of the TAIE Annual State Meeting following election to position; or in the case of filling vacated Chair Elect position, upon confirmation of election to position.
- Becomes Chair of TAIE at second annual state meeting after assumption of Chair Elect position, unless Chair vacates position before his/her term is completed, in which case Chair Elect becomes Chair immediately after current Chair vacates.

### Responsibilities:

- The Chair-Elect shall assist in the planning of, and attend, the annual TAIE Conference, and shall preside over the meeting in the case of an unexpected absence of the Chair due to an emergency, etc. The Chair Elect shall perform other duties as may be assigned by the Chair, to include, but not be limited to the following:
  1. Communicate regularly with the TAIE Secretary/Treasurer to know balance and projected budget of state meeting and other TAIE activities.
  2. Seek new and returning sponsors for the TAIE annual state meeting, including conference breaks, social event, and the business luncheon.
    - Communicates with TN-CIL Chair-Elect to know what Sponsors were already, or will be, tapped for TN-CIL (being careful not to overburden same sponsors).
  3. Serve as host for state meeting attendees with special needs, and ensure that appropriate accommodations are available at state meeting.
  4. Send post-conference thank-you letters to sponsors.
  5. Send post-conference thank-you letters to session presenters, offering to provide individual session evaluation information if the presenter wants it.
  6. Research potential conference sites and secure conference location for following year.
  7. Review conference evaluations and recommend improvements to Leadership Team for following year.

## **Secretary/ Treasurer**

Term: Two Years

Qualifications: Should have at least one year of full-time experience in international education in the state of Tennessee.

Appointment:

- By nomination and election during the annual conference.

Responsibilities:

- Treasurer to TAIE and TN-CIL (TN-CIL and TAIE have separate accounts)
- Coordinates all funds going in and out of the TN-CIL account
- Keeps minutes of Leadership Team meetings
- Keeps minutes of TAIE State Meetings
- Communicates regularly with Chair and Chair Elect to ensure all are aware of available and needed funds.
- Receives all purchase receipts related to conference activities and reimburses personal and school expenses.
- Prepares annual financial report to be presented to the TAIE membership at the annual TAIE Conference, Business Meeting and the annual Tennessee State Meeting at NAFSA Region VII Conference.
- Coordinates conference registration.
- Disburses funds with the approval of the TAIE Chair.

# Appointed TAIE Positions

## **TN-CIL Chair**

- Communicate with TN-CIL Leadership Team and TAIE
- Informs appropriate TN state officials
- Submits post-conference report to TAIE listserv
- Assembles and coordinates the TN-CIL Leadership Team
- Keeps minutes of Team meetings
- Arranges conference site
- Develops final conference program
- Assembles conference packet
- Purchases snacks for conference

## **Website Coordinator**

- Maintain TAIE website

## **State Advocate**

- Provide advocacy leadership for TAIE, keeping the membership informed of issues and priorities through the e-mail list and the website, and mobilizing efforts as appropriate.
- Work with other elected and appointed state officers and with NAFSA regional and national advocacy groups to encourage joint actions when needed.
- Encourage Tennessee government offices to recognize the importance of and to support international education through appropriate endorsements, legislation, etc.

## **Local Arrangements Coordinator**

- Assist Chair and Chair-Elect in organizing the TAIE State Meeting.

## **Task Force Leaders as needed**