

TN-CIL Leadership Team

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

CO-CHAIR

- Solicits sponsorship and financial support for upcoming conference
- Purchases TN-CIL t-shirts
- Sends post-conference thank you letters to all sponsors
- Secures conference location for following year
- Reviews previous year's evaluations and submits suggestions for improvements to Leadership Team
- Becomes TN-CIL Chair the next year

SPEAKERS CHAIR

- Responsible for securing two outside guest speakers (Keynote and secondary guest speaker)
- Prepares estimates for expected costs including honoraria, travel, lodging and food
- Requests recommendations from Leadership Team
- Maintains list of previous speakers (bios, resumes) and new ideas for future reference
- Secures speakers in timely manner; arrange payment with Treasurer
- Provide names, bios and talk descriptions to Chair for inclusion in conference program

REGISTRAR

- Receives all pre-conference applications and session proposals from student and staff participants
- Maintains list of TN-CIL participant demographics to be sent periodically to Chair
- Maintains Excel file of registration information
- Sends confirmation e-mails to school delegations
- Emails session proposals to Sessions Chair
- Emails registration payments to Treasurer
- Emails Peer Leader information to Peer Leader Coordinator
- Sends registration information to Chair to coordinate on-site lodging arrangements
- Purchases, prints and assembles name badges
- Arrives at least one hour early to set up registration table
- Assembles conference packet
- Distributes conference packet, name badges and t-shirts to all students
- Mails any registration name changes and late registration payments to Treasurer

COMMUNITY SERVICE CHAIR

- Maintains information on all previous TN-CIL Projects (i.e. description of the project; guest participants/organizations/speakers; cost of project; materials needed; materials in stock)
- Maintains list of potential projects
- Communicates with Treasurer and Chair to know available funds for project materials
- Secure project early (minimum 10 weeks prior to TNCIL) for maximum planning and publicity
- Provide title and description to Publicity Chair and Chair for conference publicity and conference program
- Communicate with Peer Leader Coordinator
- Arrange for project materials to be purchased
- Supervises service project on-site from start to finish

TREASURER - Sarah Schlachter, sarah.schlachter@vanderbilt.edu

- Communicates regularly with the 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 TAIL membership at the annual TAIE State Meeting Business Meeting and at the annual Tennessee State Meeting at NAFSA Region VII Conference

PUBLICITY CHAIR

- Coordinates all pre-conference communications including:
- E-Mail advertisement to TAIL listserv
- Develops and mails Registration Packet to TN schools (list of schools maintained by Treasurer)
- Registration Packet includes: school cover letter, 2 brochures, 2 student registration forms, 1 staff registration form, 2 session proposal form, 2 poster fail information form
- Submits all forms and letters to TAIE website coordinator (TAIE maintains TN-CIL website)

SESSIONS CHAIR

- Maintains lists of titles and descriptions of all previous TN-CIL sessions
- Maintains list of all known Cross-Cultural Simulation games/activities and suggests/recruits TN-CIL staff to lead these sessions
- Maintains list of potential topics (samples may be found in NAFSA conference materials)
- Suggests/recruits TN-CIL staff to lead the final Wrap-Up session (separate from session proposals)
- Receives all sessions proposals from Pre-Registrar
- Considers conference themes and goals
- Selects appropriate sessions (typically 4 students sessions; 4 staff sessions, but this is subject to change)
- Coordinates requested technology needs for sessions and room arrangements
- Sends confirmation e-mail to each registrant who submitted a proposal
- Provides names, bios and session descriptions to Chair for inclusion in Conference Program

TEAM-BUILDING ACTIVITIES CHAIR

- Maintains list and instructions of all previously used TN-CIL teambuilding games (and the years used)
- Researches teambuilding games from various sources
- Determines best games to use for the TN-CIL audience
- Writes up schedule of games, plus descriptions for TN-CIL advisors to review
- Recruits TN-CIL staff to assist in leading games on-site

ENTERTAINMENT CHAIR

- Responsible for securing one night of special entertainment
- Communicates with Treasurer and Chair to know available funds for speaker honoraria
- Maintains a list of previous entertainment (bios/resumes/descriptions) and new ideas for future reference
- Provides names, bios, and descriptions to Chair for inclusion in Conference Program
- Request invoice/receipt and arrange payment with Treasurer