

TAIE and Study Tennessee Leadership Team Roles & Responsibilities

TAIE Chair Stream

Elected officials serve a three-year term, total: one year as Chair-Elect, one as Chair, and one as Past-Chair

TAIE Chair

Term: One Year

Appointment: By previous nomination and election as TAIE Chair-Elect.

Qualifications: Serve as Chair-Elect

Responsibilities:

- Primary responsibility is to communicate all TAIE plans, activities, responsibilities and expectations to the TAIE Leadership Team and to the TAIE membership at large
- Immediately following NAFSA Region VII conference, develops email advertising to announce dates and session proposal deadline for TAIE Conference (to take place the following spring)
- Serve as Tennessee Representative to NAFSA Region VII or designate someone else for that role
- Call and lead all meetings 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
- Coordinate the TAIE Leadership Team, including pre-conference meetings and post-conference reviews
- Coordinate transitions to new Leadership Team after elections
- Coordinate 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.
- Develop final Conference Program (requires submission of sponsors, sessions, and information from Registrar).
- Delegate tasks as needed and maintains eye on monthly calendar of TAIE preparations

TAIE 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

TAIE Chair-Elect

Term: One Year

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 upon election to position at the TAIE Annual State Meeting; or in the case of filling vacated Chair-Elect position, upon confirmation of election to position.
- Becomes Chair of TAIE at the next annual state meeting after their election to the 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:
- Communicate regularly with the TAIE Secretary/Treasurer to know balance and projected budget of state meeting and other TAIE activities.
- 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).
- Serve as host for state meeting attendees with special needs, and ensure that appropriate accommodations are available at state meeting.
- Send post-conference thank-you letters to sponsors.
- Send post-conference thank-you letters to session presenters, offering to provide individual session evaluation information if the presenter wants it.
- Research potential conference sites and secure conference location for following year.
- Review conference evaluations and recommend improvements to Leadership Team for following year.

TAIE 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.

Tennessee State Representative to NAFSA Region VII

Term: Two Years

Qualifications: Should have at least one year of full-time experience in international education in the state of Tennessee; support of home institution to attend Region VII planning meetings and conferences

Appointment: This position will be filled by the TAIE Chair or by someone designated by the TAIE Chair

Responsibilities:

- Serve as a liaison between the state and NAFSA Region VII
- Serve as a member of the NAFSA Region VII Leadership Team
- Attend Region VII Spring Team Meeting and assist in planning and execution of the annual Region VII Conference
- Attend the annual Region VII Conference and pre & post conference meetings
- Encourage state participation in NAFSA Region VII events

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

Study Tennessee Chair Stream

The Chair Stream consists of two Co-Chairs, taking office in alternating years. Elected officials serve two-year terms, total.

Co-Chairs

Term: Two Years

Appointment: By previous nomination and election as Study Tennessee Co-Chair

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

Responsibilities:

- Managing priorities
- Casting the vision for Study Tennessee, keeping the Board on task and on track
- Managing board subcommittees
- Coordinating with US agencies, institutions, other states, and organizations
- Deciding on issues when the board is undecided
- Responding to member inquiries/concerns
- Representing the organization professionally, including fairs, conferences
- Adhering to the by-laws and constitution
- Fulfilling the stated obligations to the member institutions
- Take opportunities provided by the TAIE Annual Meeting and NAFSA Region VII Conferences to hold meetings to
 1. Recruit new members and
 2. Discuss business with members and board members

Study Tennessee Secretary/Treasurer

Term: Two Years

Appointment: By previous nomination and election as Study Tennessee Secretary Treasurer

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

Responsibilities:

- Maintain and report on budget
- Maintain membership records
- Accept membership dues
- Issue receipts
- Issue invoices
- Report on non payments
- Set up and attend meetings for the board
- Take and post minutes
- Work with Co-Chairs to manage priorities and keep the board moving forward