

- Chair-Elect (3 year commitment)

This is a one-year position out of a three-year total term. The main duty of the chair-elect is to advise the Chair and assist in planning the State conference and any other professional development opportunities. He/she will represent the Chair when he/she is not available. As Chair, he/she will oversee all aspects of IEI, including organizing and running team meetings, organizing the State Meeting (he/she has responsibility for overall state conference program content) and other professional development opportunities as well as serving as the IL State Representative to the NAFSA Region V Team. As Past-Chair, he/she will serve as a resource for the Chair and Chair-Elect and may have the opportunity to represent IEI at NAFSA's Advocacy Day.

- Knowledge Community Representatives (appointed)

- Community College

The Community College Representative will assume a primary responsibility for membership outreach to two-year colleges with the goal of increasing both membership and conference attendance within the state. She/he will communicate with community/two-year colleges, identify the two-year/CCs in our state, and the current contacts working with international students and study abroad programs at each of the two-year/CCs. The representative will identify and promote strong programs and personnel with expertise and develop a cadre of such persons to ensure strong state conference program sessions that will be of interest to two-year college personnel. He or she will assist in the development and planning of on-site workshops as well as international programs for two-year/CCs for our state conferences. She/he will provide reports, and work closely with all other members of the state team to develop programs for the state and the two-year/CCs. He or she will serve as liaison to the Region V Community College representative, and assist with regional/national attendance and proposals. The representative will maintain an awareness of pertinent literature and international programs and opportunities of merit and will help with the orientation of his or her successor. This is a two-year position.

- Member Relations (appointed)

The Member Relations Representative will maintain the mailing list of IEI members and non-members. He/she will communicate with all members and non-members through e-mail from time to time with updates. He/she will serve as the liaison between the IEI state team and the membership, directing any inquiries to the appropriate party. He/she will help with planning the on-site workshops and state conference, as well as any other IEI events held throughout the

year. The member relations representative will serve as registrar for the on-site workshops and state conferences. The representative will maintain an awareness of pertinent literature and international programs and opportunities of merit and will help with the orientation of his or her successor. This is a two-year position.

- General Planning Committee Member (appointed) – multiple opportunities available

The General Planning Committee of the IEI Team is primarily responsible for assisting with preparations for the state conference and/or on-site workshops. Members of the General Planning Committee are expected to attend all IEI meetings. Each member of the General Planning Committee should be prepared to assist the state representative of the Knowledge Community with which he/she identifies in planning conference sessions and building a network of professionals in the state who can present conference sessions or on-site workshops