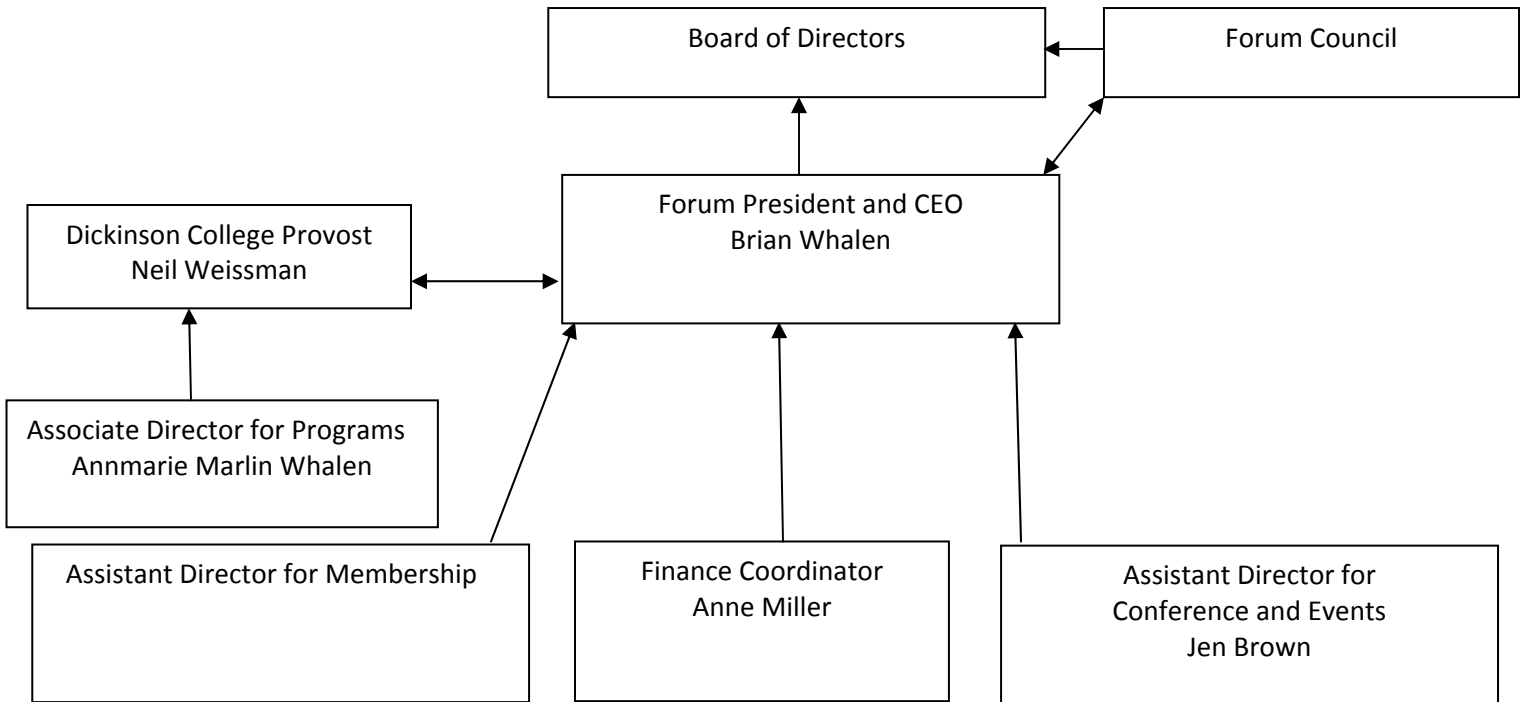


**Forum on Education Abroad  
Organizational Chart  
July 1, 2008**



**Brief Job Descriptions:**

**President/CEO**

Overall leadership and management of the organization.

**Associate Director for Programs**

Manages the content for all Forum projects and member services and benefits, including QUIP and all web and print resources; works closely with Forum Council and Goals Committees to bring projects to fruition.

**Assistant Director for Membership**

Oversees member recruitment , retention and communications, and processes related to the web site, publications, and member database; other duties as assigned.

**Assistant Director for Conference and Events**

Plans and manages annual conference; manages Board and Council meetings, committee meetings, workshops and all Forum events throughout the year; other duties as assigned.

**Finance Coordinator**

Bookkeeping, invoicing, vendor payments, reconciliations and financial analysis; determines and coordinates compliance with state and federal regulations; membership and conference support.