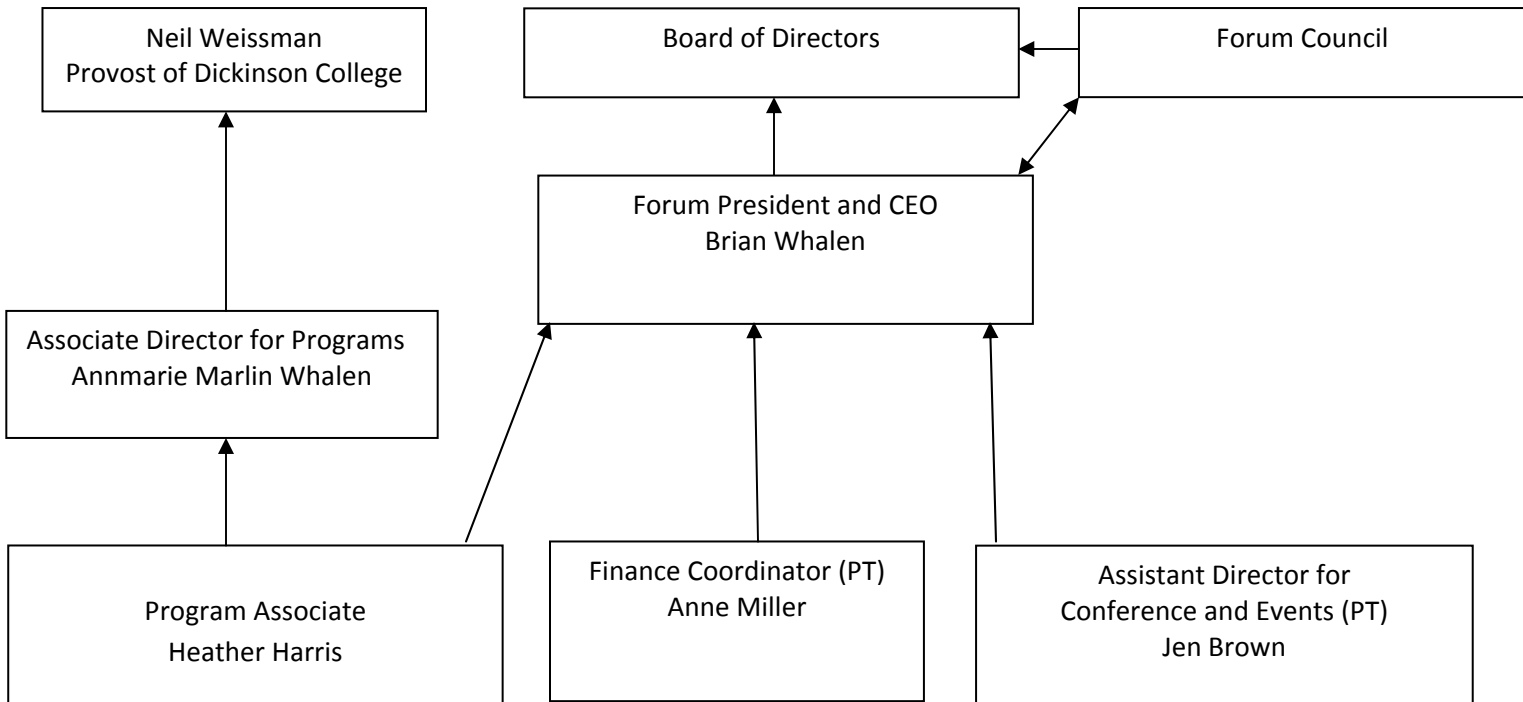


**Forum on Education Abroad
Organizational Chart
July 1, 2010**



Brief Job Descriptions:

President/CEO

Overall leadership and management of the organization.

Associate Director for Programs

Primary responsibility for the development and management of Forum member services and benefits such as web resources, publications, surveys and reports, workshops, webinars and conferences, and research and the Quality Improvement Program (QUIP).

Program Associate

Assists with the development and management of Forum member services and benefits such as web resources, publications, surveys and reports, workshops, webinars and conferences, and research and the Quality Improvement Program (QUIP).

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. Part-time position.

Finance Coordinator

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