

# JETAA COUNTRY REPRESENTATIVE – CANADA

1 YEAR TERM, BEGINNING MAY 2017

## *THE COUNTRY REPRESENTATIVE'S RESPONSIBILITIES ARE TO:*

- Communicate JETAA-International information to Canadian chapters.
- Collect and compile chapter reports when requested by CLAIR and JETAA- International.
- Support host chapter in organization of annual national conference (helping to put together conference handbook, speakers, agendas, etc.).
- Represent Canadian JETAA chapters at an international level and vote on behalf of them when necessary.
- Create and submit chapter representative budget to CLAIR with approval and input from all Canadian chapters.
- Update current forms of JETAA social media and online presence, i.e., Facebook, Twitter and the JETAA Canada website.
- Liaise with Japanese government organizations when necessary.

## *OTHER QUALIFICATIONS:*

- Must currently be a member of a JETAA Chapter in Canada.
- Executive experience is not necessary, but is an asset.
- Must be living in Canada at time of election.

## *THE SUCCESSFUL CANDIDATE WILL SUBMIT A PLATFORM THAT STATES THE FOLLOWING:*

- Experience with JETAA
- Vision for future of JETAA chapters in Canada
- Action plan for year ahead and ideas to strengthen JETAA Canada

This is a volunteer, non-paid position.

The JETAA Country Representative gets a small budget to use for activities, which is distributed from their local chapter (e.g. hotel and airfare to attend Canada Conference and domain name renewals)