

## **2012-2013 JETAADC ELECTIONS**

Elections for the 2012-2013 JETAADC year will take place at the next general business meeting on **Thursday, April 26, at 7pm** at The Embassy of Japan. We will elect four executive officer positions and several committee chairs. These positions are listed below (and attached) and accompanied by an overview of the basic responsibilities associated with each position. Although we need at least one person to fill each role, it is entirely possible to split responsibilities between two or more people.

If you would be interested in running for one of the positions, please write a short paragraph describing yourself and your ideas for JETAADC and email it to [лмаstrini@mac.com](mailto:лмаstrini@mac.com) by **Wednesday, April 25**.

Should you have any questions, please feel free to contact me or any of the JETAADC board members.

Sincerely,

Leigh Ann Mastrini  
Secretary, JETAADC

### **EXECUTIVE OFFICER POSITIONS**

#### **PRESIDENT -- [president@dc.jetalumni.org](mailto:president@dc.jetalumni.org)**

1. GENERAL SUPERVISION of business and affairs of JETAADC, its officers and committee chairs.
2. SCHEDULE regular meetings. Advertise on website, newsletter, listserv and Facebook. Preside over meetings.
3. APPROVE activities and publications.
4. COMPLETE reports for JETAAUSA, JETAA, and CLAIR as necessary.
5. REPRESENT JETAADC outside of JET events in any way asked; making speeches, writing articles, attending functions on behalf of JETAADC.
6. ACTIVELY promote and attend JETAADC functions.

#### **VICE PRESIDENT -- [vice\\_president@dc.jetalumni.org](mailto:vice_president@dc.jetalumni.org)**

1. ASSIST President as required.
2. FULFILL President's duties in the absence or disability of the President.
3. CLOSELY SUPERVISE committee chairs. Keep them on track throughout the year and maintain close contact with each chair ensuring the work gets done.
4. ACTIVELY promote and attend JETAADC functions.

#### **SECRETARY -- [secretary@dc.jetalumni.org](mailto:secretary@dc.jetalumni.org)**

1. RECORD minutes of all official chapter meetings and post notes in a timely manner.
2. PROVIDE information about JETAADC as an organization when necessary.
3. BE AVAILABLE to take minutes at other functions as deemed appropriate by the President.
4. CONDUCT yearly election process.
5. ACTIVELY promote and attend JETAADC functions.

#### **TREASURER -- [treasurer@dc.jetalumni.org](mailto:treasurer@dc.jetalumni.org)**

1. BE RESPONSIBLE for all funds of the chapter.
2. MAINTAIN accurate record of the chapter account(s) and provide documentation to the officers and members.
3. DEPOSIT and disperse funds in a timely manner.
4. PREPARE Grant-in-Aid proposals in accordance with CLAIR guidelines and regulations. Consult closely with JETAADC chairs and other executive officers when preparing Grant-in-Aid materials.
5. COMPLETE necessary paperwork throughout the year if Grant-in-Aid allocations change.
6. SUBMIT receipts and required receipts submission forms to CLAIR as per instructions.
7. ACTIVELY promote and attend JETAADC functions.

## **CHAIR POSITIONS**

### **SOCIAL -- [social@dc.jetalumni.org](mailto:social@dc.jetalumni.org)**

1. PLAN fun activities on a regular basis. Try to involve additional members so more ideas can be pooled together. Also make sure you or someone you are planning with can actually attend.
2. RESEARCH activities as needed. Check prices, locations, directions, schedules, and exceptions.
3. DETAILS. For each activity, include any pertinent information from #2 and set date, time, meeting place and RSVP deadline. Use your judgment with RSVPs - usually for small events like dinners a day or two before the dinner is advisable. For larger events more time will be needed depending on the logistics.
4. SUBMIT the final list of activities to the newsletter editor and webmaster for inclusion in the newsletter and on the website.
5. POST events on Yahoo! Groups and Facebook.
6. ATTEND events when you can. When you cannot, try to have someone else host, such as any of the officers or other committee heads or any JETAA member. Never feel bad for asking for help from any officers!

### **OUTREACH -- [outreach@dc.jetalumni.org](mailto:outreach@dc.jetalumni.org)**

1. REACH OUT to new and dormant JET alumni along with non-JETs to increase the network that JETs can use to look for jobs, talk about Japan, advance their careers and contribute to the Japan – US relationship in a positive way.
2. RESEARCH & INFORM members of helpful job fairs, websites, etc. via the listserv, newsletter and website.
3. ORGANIZE AND COORDINATE Career / Grad School Night. Coordinate with embassy staff to line up meeting space, speakers, presenters and volunteers.
4. ANNOUNCE schedule in Newsletter, website, listserv and Facebook.
5. PLAN additional activities: networking get-togethers, Nihongo Dake dinners or lunches, and other fun and related events.  
Get help from other members! Do not hesitate to ask for planning assistance from any of the other Committees.

### **NEWSLETTER-- [newsletter@dc.jetalumni.org](mailto:newsletter@dc.jetalumni.org)**

1. ADVERTISE for submissions to the newsletter as early as possible and again at least 2 weeks before deadline. Submissions can be articles, photos, or other creations by JET Alums.
2. LAYOUT AND DESIGN newsletter. Use any software you want - but if possible be able to convert it to PDF, html or word easily for posting online.
3. REVIEW AND CHECK final newsletter and send a copy to the President or another officer to review.
4. CONTACT embassy staff for number of issues to print and for printed address labels (if the issue will be printed instead of just emailed out.)
5. PRINT AND ASSEMBLY. (If printing a hard copy) When the newsletter is ready, take to the reasonable printer of your choice. Bring a mock-up for them so that mistakes are minimized. Have them copy 11x17 sheets, double-sided spreads and fold once. Treasurer will reimburse for costs.
6. POST ONLINE version (PDF, word, html) either yourself or through webmaster. Send out to Yahoo! Groups.

### **WEBMASTER -- [webmaster@dc.jetalumni.org](mailto:webmaster@dc.jetalumni.org)**

1. UPDATE AND MAINTAIN website where necessary. (Approx. 1 hour per week.)
2. ADMIN: Help with approving members/emails/etc on [jetaadc@yahoogroups.com](mailto:jetaadc@yahoogroups.com) and our

Facebook group. (Approx. 1 hour per week.)

3. Work with other chairs and execs to give them avenues to promote and share information on events (reports, photos, etc.)

**VOLUNTEER -- [volunteer@dc.jetalumni.org](mailto:volunteer@dc.jetalumni.org)**

1. CREATE a tentative calendar of Volunteer Events for your entire one year term in office if you did not already do so when you submitted your platform during elections.
2. PUBLISH your tentative calendar by emailing it to the JETAADC officers' list serve, the JETAADC general list serve, posting it to JETAADC's Facebook page AND webpage, and announcing it in the official JETAADC newsletter *within your first month in office*.
3. RESERVE the dates of volunteer events (either exact or approximate) on the JETAADC officers' Yahoo group calendar.
4. INCLUDE two mandatory events in your tentative calendar: The National Cherry Blossom Festival, and also Servathon.  
(More detailed points in files section on JETAADC yahoo groups website.)

**RETURNEE HANDBOOK -- [handbook@dc.jetalumni.org](mailto:handbook@dc.jetalumni.org)**

In this position, one updates the Returnee Handbook where appropriate and adds /edits articles. Currently the Handbook is in PDF format but the goal for a wiki version has been discussed. Individual(s) will work with the Webmaster to make a Wiki Handbook available. One also helps start the mentor/mentee program by recruiting members and matching them together.

1. TARGET sections of the handbook which need updating in a given year.
2. RESEARCH, EDIT, WRITE or REWRITE sections of the handbook.
3. COLLABORATE with the web chair to upload the edits.
4. RECRUIT people to be mentors/mentees by newsletter, website, listserv and Facebook.
5. MATCH mentors and mentees based on stated interests.
6. FOLLOW-UP with mentors and mentees to make sure the program is meeting their needs.

**JET AMBASSADORS -- [jetambassadors@gmail.com](mailto:jetambassadors@gmail.com)**

As the brainchild of Ambassador Fujisaki, the JET Ambassadors Program is a volunteer-based program allowing participants to visit local DC and surrounding area schools and share their experiences from Japan through interactive self-designed presentations. The program aims to educate newer generations about Japan and raise international awareness throughout the community, as well as giving former JETs the chance to reconnect with their own experiences.

1. COORDINATE presentation requests for local area schools and organizations that have an interest in Japan.
2. PROMOTE the program in the area, as well as nationally, and RECRUIT volunteers for participation.
4. LIAISE between the Embassy and presenters to ensure smooth implementation of program.
5. SUBMIT activities reports and invoices for presentations.
6. OVERSEE interactions between presenters and teachers to ensure a smooth and successful presentation.