



EXHIBIT A: JETAA USA COUNTRY REPRESENTATIVE JOB DESCRIPTION

Please click on [this link](#) to access the JETAA Country Representative Summary of Role, Responsibilities, Selection Process, Tenure & Rotation.

This is a summary of the collective duties of JETAA USA Country Representatives (CRs). The CR position requires the willingness and ability to perform tasks independently, work on a team to accomplish goals, communicate professionally and respectfully and to uphold personal and team-selected deadlines to successfully accomplish set goals. CRs shall work with the Advisory Board to maintain the effectiveness of JETAA USA at the national level.

CRs should expect to dedicate anywhere from 5-15 hours a week to accomplish CR responsibilities. The time required of a CR will fluctuate depending on current needs and projects being carried out at the national level. Failure to maintain an open, active, two-way line of communication is unacceptable.

1. Promote the mission and future direction of JETAA USA

- 1.1. Using the JETAA USA mission statement as a guide, CRs should strive to work with the Board of Advisors to develop and nurture goals and national initiatives;
- 1.2. Grow JETAA USA in response to the current needs;
- 1.3. Communicate the above activities to US chapters and general membership via officially established platforms which fit the need (eg. website, Twitter, US Chapter Officer online forums, mailing lists, etc.);
- 1.4. Utilize and implement operating procedures to ensure organizational continuity and sustainability.

2. Coordinate and bridge communications between JETAA US Chapters, CLAIR, MOFA, AJET and JETAAI

- 2.1. Provide quarterly reports to JETAA USA Chapter Officers and general members. Quarterly reports should include:
 - information on establishment of or progress made on national initiatives/ goals
 - any action items or requests made of chapter officers along with the deadlines
 - any activities/projects that CRs have been working on and their current status
 - any other pertinent information that would be beneficial to share with chapter officers and general JETAA USA membership
- 2.2. Monitor and check in with any standing committees or national projects
- 2.3. Maintain a JETAA USA calendar that can be accessed by all US chapter officers and general members reflecting important dates, events and deadlines (e.g. GIA funding request deadline, elections, etc.)
- 2.4. Be a resource for and facilitate communications between all US Chapters
- 2.5. Moderate and maintain a virtual platform (such as an online forum) which allows and promotes discussion between chapter officers, JETAA USA CRs and relevant government officials
- 2.6. Provide informational resources to US Chapters in the way of chapter establishment, JETAA USA operational procedures, conference reports/resources and any other resources that could promote the health and well-being of JETAA USA at the national or chapter level
- 2.7. Provide any requested information to Japanese government officials, JETAA US Chapters, AJET and JETAAI to the best of your ability while upholding the integrity of JETAA USA
- 2.8. Keep the JETAA International Executive Committee apprised of the status of all significant activities and/ or changes within JETAA USA



3. Work with the Board of Advisors

- 3.1. Ensure national initiatives are progressing on a positive path and are effective projects which ensure the progress and growth of JETAA USA.
- 3.2. Inform the Board of Advisors of:
 - the status of projects and national initiatives
 - any planned internal CR meetings
 - any regional, national or international conferences/meetings
 - any other pertinent or appropriate information as related to JETAA USA, JETAAI, AJET, CLAIR, and/ or MOFA

4. Participate in JETAA-related Conferences and Meetings

- 4.1. Accurately represent the views of JETAA USA at international meetings/conferences;
- 4.2. Proactively collect ideas/concerns from JETAA USA constituency/chapters for presentation at appropriate conferences/meetings;
- 4.3. Actively participate in the planning and execution of any JETAA US national conferences;
- 4.4. Attend all JETAA USA national conference sessions on all days the conference is in session;
- 4.5. Identify and establish hosts for future national/ regional conferences as needed;
- 4.6. If a regional conference takes place, at least one Country Representative should be present if possible; participation and support expectations for a regional conference is identical to expectations set forth for a national conference;
- 4.7. Disseminate information and decisions from these meetings/conferences back to US Chapters.

5. Establish and maintain open lines of communication

- 5.1. Maintain an open stream of contact with fellow CRs, appropriate Japanese government officials, US chapter officers and individual JETAA members (as needed) through any and all established platforms (virtual or in-person)
- 5.2. Stay connected to the JETAAI executive committee and community via the established communication platform
- 5.3. Check email a minimum of 3-4 times a week
- 5.4. Participate in as many in-person or virtual meetings that have been scheduled as possible
- 5.5. Respond to requests/inquiries/emails in a timely fashion and within any stated deadlines