

JETAA International Conference 2004

Presented by JETAA-I
Hosted by JETAA NY

Report Compiled and Edited by
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Mission Statement:

JETAA-International is an organisation dedicated to fostering positive relations between Japan and the home countries of JETAA chapters, serving as a support and network group for JETAA chapters and promoting the success of the JET Programme.

Objectives:

- To provide support for and facilitate communications between JETAA chapters;
- To promote international awareness;
- To serve as a resource for the community;
- To act as a liaison body between JETAA chapters and official bodies in Japan and JETAA chapter regions; and
- To promote and publicize JETAA.

Goals for 2003-2004 JETAA-I Conference:

- Define the ongoing role of JETAA-I;
- Determine the future format for JETAA-I;
- Create action plans to improve communications within JETAA-I for the JETAA Chapters;
- Develop leaders who will take responsibility and ownership of JETAA-I and its chapters; and
- Develop recommendations on how to continue to support JETAA.

Opening Ceremony

Speaker: So-Young Kang

This is the ninth JETAA-I Conference, but truly the fourth international conference. Where do we go from here? We need action plans that can be put into place that will help us to improve communications between the chapters. Our organization is only as strong as your leadership. .

Goals and Objectives:

- Work on the communication network between countries
- Ideas exchange of what other chapters are doing or have done
- Recognition of what it is to be a JETAA member/ impression of JETAA
- Longevity & retention of members
- How to encourage and maintain membership participation
- Support of new and smaller chapters
- Roles and responsibilities of leadership positions
- How levels of JETAA fit together
- Video conferencing possibilities
- How to improve communications between chapters and MOFA/CLAIR
- How to promote Japan in the community
- Better define the role of the country rep and funding issues

JETAA-I Executive Update

Speaker: So-Young Kang

All executive and country reports are now uploaded and available on JETAA-I homepage (tri-annual report). Highlights of the Executive activities include: assisting smaller countries (Jamaica) to establish and built JETAA chapters; database/ chapter updates organized to improve communication; and financial assistance - corporate sponsorship offer by City Bank (\$2000).

Country representatives are to facilitate and moderate smaller chapters though each chapter is autonomous. Countries with more than nine chapters are allowed more than one country representative.

MOFA Perspectives on JETAA-I

Speaker: Mr. Keiichiro Morishita, Director, Exchange of Persons Division, Cultural Affairs Department

Mr. Morishita entered the Ministry of Foreign Affairs in 1984. He studied Spanish in Spain for two years. He then served in the Japanese Embassies of Indonesia and Spain as Director for KEDO (Korean Energy Development Organization) and Director for Inspection. He has been in his present position since May 2003.

JET is one of the largest youth exchange programs in the world with 6000 people from 40 countries participating in 2003. JETAA is considered to be an integral part of the JET Program and is a friend and asset to Japan.

Support of JETAA:

(Please refer to appendix for Five Areas of JETAA Assistance by MOFA)

- Within budget limits, MOFA will support activities that promote JET Programme and activities friendly to Japan
- Funding of 2 week language course for ex-JETs
- Newsletters and web sites of JETAA chapters - websites encouraged as inexpensive communication method; all chapters should have web sites
- Chapter and regional meetings more important than international conference; review support of international meeting considering Japanese financial situation
- Support of chapter programs for newly returned JETs

JETAA-I Conference future:

- MOFA & CLAIR idea: need to review from cost-performance perspective
- Intend to support an international conference every 5 years with anniversary of program
- MOFA will support 2004 meeting of perhaps only country reps
- Western Japan Chapter may promote meeting in 2005 in Kobe [10 years since Great Hanshin Earthquake] and Aichi [Expo]; these localities want to support 2005 meeting; will consider support of conference in 2005 if held in Japan or elsewhere
- 2006 onward: revise manner of conference

Improvement of JET Programme:

- Have received tips in past from JETAA
- Reducing application criteria and process period
- Raising the age limit
- Publicize more widely
- Inviting participants from more countries

CLAIR Perspectives on JETAA-I

Speaker 1: Mr. Fumitaka Sakae, Deputy Secretary-General for the JET Programme, Management Division

This conference was originally to be held in November but thank you to everyone for organizing the NY conference. CLAIR hopes to see active mutual exchange of ideas and discussion about the future of international conference. The JET Programmed is well known and highly regarded in Japan and around the world. There have been over 31,000 past participants. Currently, there are 48 chapters of JETAA - 16, 600 members. CLAIR's aim is to provide financial support for local chapters and the JETAA-I conference.

(Please refer to appendix for CLAIR Presentation Materials)

- Outline of new rules for financial aid
- First annual Asian regional conference held in Seoul offered an exchange on chapter activities and ideas and strengthened the relationships within the Asian region
- Japanese government is experiencing harsh financial conditions and therefore there is stress on budgets. The JET Programme funded by local governments, but JETAA is funded by CLAIR.
- CLAIR will continue to provide financial aid, but they would like Chapters to develop new sponsorship activities.

Speaker 2: Stephen Shipley, JETAA Liaison from CLAIR

Changes that will have a significant effect on JETAA:

- CLAIR will fund CHAPTERS with 50 or smaller members - Brazil, Jamaica, and Russian Chapters - these revisions made because of the number of smaller Chapters
- After JET Preparation Guide - made this year for Conference for Returning JETs - help to relieve stress for participants returning to home countries. Passed out for the first time at the conference this year from March 6th-8th. After JET preparation guide to contribute ideas about finding careers, etc.
- JETAA survey - database of contact information for JETAA potential members. Personal information is confidential. CLAIR will attempt to increase accuracy by improving layout and content for permanent address information emphasis. Also, types of jobs former JETs have post JET life.
- JETAA Directory - format changing. Directory on CD-ROM. Chapters are to receive excel format and word file by e-mail rather than on CD. Consulates to receive CD still.
- JETAA - Alumni Around the World publication. Details the activities and lives of former JET participants. What are former JETs doing in their home countries and how they keep in contact with former contracting organizations.

- JET Streams publication - Call for articles and Chapter information to go out in March - to be ready by end of May or beginning of June. Topics include experience as a JET, post JET life, etc. Encourage as many submissions as possible.
- JETAA Financial Budget application process. Chapters to submit final activity reports by March 10th. Please submit all receipts. Cannot provide compensation for undocumented activities.

Country Representative Reports

Speaker: Each CR Individually

Australia:

- Western Australia held regional conference last year
- Victoria held a car rally
- Queensland become incorporated last year to receive non-profit status in order to apply for government grants and have liability insurance

Brazil:

- Recognized since London, provided with special grant-in-aid
- By-laws written in Portuguese
- Followed Korean example - created JETAA meishi for JET returnees, from budget in grant-in-aid
- Have web site
- 43 members, mostly non-active
- Would like to host national conference; face-to-face meeting needed to encourage participation.

Canada:

- National conference last year in Toronto, this year it will be in Ottawa
- Created JETAA luggage tags with Canadian website as a gift for departing JETs. This idea worked because all chapters participated; one chapter alone would not have been able to afford to produce the tags. JETs could also purchase additional tags so project was also a small fundraiser.

France:

- Non-profit since 2000
- 50 members, 20 active
- Promotes JET to colleges and universities
- Communication campaign to other French local authorities
- Member of Franco-Japanese Development organization
- Articles in Japan-related publications
- Organizing a conference in April regarding French-Japan relations
- Goal for 2004 to improve communication - will produce pdf newsletter
- Would like to organize European regional conference in 2004

Germany:

- 180 members, mostly CIRs and SEAs
- Keep in contact through web site and emails
- Held meetings 2 or 3 times per year - organized by Japanese embassy in Berlin, also Frankfurt regional meeting by consulate

Japan:

- East chapter: 380 members
- Tokyo chapter has provided speakers for numerous CLAIR events, JET returnee language conference, regional conference in Seoul
- Hold numerous 'kais' in Tokyo area
- Ski trip

- West chapter: recently reorganized, 120 members
- Very active engaging local governments in their area, especially Nagoya and Kobe
- Looking forward to host next international conference

Korea:

- 120 members; mostly CIRs and many very fluent in Japanese, so have employment that is Japan-related when return to Korea
- Korean chapter would like to help returnees to find employment, invited many Japanese companies to welcome returnees back to Korea
- Many Japanese organizations and corporations involved with Japan-Korea association, some activities organized with help of Japanese consulates and embassies
- Each year karaoke competition sponsored by embassy
- Provides translation services at Seoul Festival and other events
- Chapter received 350,000 yen for production of booklet, produced 250, includes upcoming events through 2005
- Collected photographs of Korean participants working with Japan authorities, used for poster to promote JET at universities
- Bilingual newsletter distributed to businesses and organizations associated with Japan as well as members
- Homepage is important vehicle for communications
- Hosted the Asia Regional Conference, attended by 5 chapters; Japanese was common language; main theme of conference was sharing common experience about Japan; one of main purposes of conference was to assist Russia's desire to have its own chapter

New Zealand:

- Wants to define more clearly role of chapter and country reps
- Conducted photo exhibition - idea from last international conference
- Some chapters visiting local high schools to promote JET programme
- Some reps went to regional conference in Perth
- Canberra created template for pre-departure orientation handbook that other chapters use

Scotland:

- Spent the past year constructing chapter organization

- Chapter includes northeast England
- Struggle getting people to attend events, most events take place in Edinburgh
- Working with consulate in Edinburgh - Q and A sessions, JET promotion, sushi nights, walks, sushi demo evenings tend to be more successful
- 450 members
- Database out of date, still working to improve

UK:

- 3000 members
- Would like Wales and Northern Ireland to have their own chapters
- London chapter trying to separate itself into two - organize events for the region, work together with UK 2 and UK 3 to coordinated national strategy, joint web site
- Highlights for this year - log cabin weekend in Wales
- Large karaoke competition coming to Japan, UK chapters will encourage former JETs to compete
- European cooperation sought through upcoming Euro regional conference

US:

- 18 chapters, divided between two country reps
- Since last year's national conference in Seattle, goal is to work as a nation
- Working on logo competition
- Produced country rep report this term
- Work closely with local CLAIR in New York
- US celebrating 150 years of diplomatic relations with Japan
- Next conference in DC this June

Jamaica:

- Started participating in JET in 2000, sent 8 originally with an average of 15 per year sent since then
- Ambassador asked returnees to start JETAA chapter; started with less than five members but this year expect expansion from current 11 to 19
- Sharing information with primary school students about JET and Japan
- Working to break Jamaican stereotypes about Asia
- Many Japanese reggae artists in Jamaica, using reggae as link
- Chapter assisted Ambassador who started grassroots program to inform Jamaicans about Japan
- Applicant pool has increased dramatically
- Assist with pre-departure orientation and Japanese speech competition
- Annual events put on by embassy - mostly cultural events, work together with Japan-Jamaica Society
- Have web site

Russia:

- Russian JETs participated since 1994 with a total of 47 participants
- Most participants involved with various Japan-related activities
- Attended Seoul Asia Regional Conference; became incorporated as a JETAA-I chapter
- Sought more communication among Russian JETs and providing employment connections, received grant-in-aid money to do this
- Will host Asian Regional Conference in Khabarovsk

JETAA-I Executive and CR Roles

Moderators: Brendon Lutwyche & Nicole Bongiorno

Definition of Executive Officer roles and responsibilities

- The roles of the Executive are accurately defined in the JETAA-I Bylaws Section VI Part D
- Currently four positions - Chair, Executive Chair, Secretary and Treasurer
- Past Treasurer questioned need for JETAAI to have a Treasurer as previously have had no funds. Current Treasurer has secured some funds from the surplus funds left over from London International Conference (granted by CLAIR). These funds were used for this conference to make up the shortfall of funding and to assist new delegates from new chapters (Jamaica and Brazil) to attend this conference.
- JETAAI Executive Committee members are the elected committee but should strike a balance between being pro-active to facilitating communication and reactive to request needs of other members
- Role of the Vice-Chair - though the position was vacant for most of the past year, there clearly is need for Vice-Chair role to share the workload of responsibilities of the Committee
- All delegates should be aware of the personal responsibility of taking on any Executive Committee positions

Definition of Country Rep Roles and Responsibilities

- The roles of Country Representatives is defined in the JETAA-I Bylaws Section VI Part B
- Ensures effective communication between JETAAI and their respective country/regions
- Remind Chapter reps of deadlines for Grants-in-aid and other deadlines
- Assist smaller chapters
- Co-ordinate and assist in the planning of the regional conference
- Ensure that your members are signed up to the email groups list
- Country Reps can coordinate a variety of national activities including shared website, logo and luggage tags
- By-laws state that if your country has only one chapter then the chapter rep must also be the country rep
- Develop a system to check if chapter reps in your country have voted or responded to important international motions/decisions
- Encourage chapter reps to take responsibility to be involved/respond in JETAAI decisions - it is part of their role description

The Future of JETAA-I

Moderator: Daniel Lintz

The JET Programme has experienced tremendous growth over the past 16 years. In 2002, there were over 6200 participants from more than 38 countries. However, AETs from the original four countries continues to account for nearly 75% of all JETs and over 85% of alumni. It is important to strive to serve the needs of the majority while recognizing and respecting the growing diversity represented by smaller chapters.

Successful regional conferences have been held in North America, Europe, Australia/New Zealand and North Asia. However, many representatives continue to fee a strong need for a truly international, unified annual conference.

Traditionally, JETAA has received a great deal of funding from CLAIR and MOFA. In the long run, it is realistic for an alumni association to be financially independent.

Information Sharing

- Annual regional conferences are important for sharing ideas.
- Helps smaller chapters build and grow.
- To ensure smooth, year round info sharing use a central web site and chat board.
- A central web site with info from the different regions could help with sharing with other regions
- Post all minutes of chapter meetings on the web site to help information sharing and archiving
- JETAA-I has a web site which can offer links to all the Chapter sites.
- Main forms of Communication at International level: aadelegates Yahoo! Group and the JETAlumni.org website (which has much room for progress and further use). These are effective ways of communicating but needs to be strengthened and built upon.
- Continuity is important; some reps have been active for many years and can build upon their experience and knowledge.

Conference Planning

- Use the Wellington website conference info as resource to build conferences since it was planned by a professional conference planner.
- Regional breakout sessions must also consider Regions which have only one chapter - but they must be in a group with similarities.
- International conference needs to be strong link between JETAA-I and JETAA to be promoted in local chapters.
- At the international level, we should consider bilingual use. In Tokyo, many sessions were in Japanese.

International Conference

- More ideas are offered at the international conference plus plans and committees are initiated for the following year.
- Face to face is much easier.
- International conference should not be eliminated
- International conference should not be every 2 years, but every few years. If only country reps, they should represent chapter reps.
- Conference should be annually because of change of officers.
- Should be in same place every year
- Regional conferences should take priority over the international conferences

Conference Delegates / Conference Funding

- International conference should only be attended by country reps. Defines country rep role more.
- Financial cost needs to be considered.
- If funding is available, all chapter reps should attend so country reps don't miss things.
- By offering funding, CLAIR and MOFA clearly feel a need for conferences.
- JETAAI should eventually become self-funding organization.
- Having 1 or 2 country reps represent whole country is a lot of work and info needs to be shared efficiently.
- If we were a self-supporting organization, we could make our own decisions.
- Easier to fund small group of country reps than bigger group.

Future

- JETAA-I is like a university alumni association - a group of people connected by one experience. Can provide host of benefits to membership.
- Board of directors as a paid staff responsible for fulfilling roles instead of an international conference.
- Outside board would be beneficial - could oversee, but no decision-making.

Dues/Fundraising

- Hawaii charges \$15 dues on credit card on website. If not paid, subsidy not offered at events. Consulate helped with payment by credit card over Internet. Used Consulate's address and change name of rep as exec member.
- Sign up for Papal - easy payment method.
- Promotions at events, free media, press releases, TV. This generated in-kind donations, free copies, banners, T-shirts, etc. Fundraising doesn't have to be money donations. Corporate sponsorship available too.
- Fundraising: add another person to exec committee for fundraising alone.

JETTA-I Conference Format

Moderator: Tony Ridders

This year's conference was difficult to plan due to lack of a chapter willing to host and sponsor it. Originally scheduled for October 2003, it is being hosted by the NYC chapter with support from the consulate. A reduced level of funding also required some of the international funds to be spent to have all chapter and country representatives present.

Funding is an issue that needs to be discussed and brought forth in order to continue the international meeting as an annual event. Private sponsorship is a possibility and our current president has been seeking some. One option is that only country representatives and the executive committee be in attendance. MOFA has indicated that funding for a conference for this fall has already been set aside. How we act on that is yet to be determined. West Japan chapter has offered to host an international conference mid-year 2005. Regional conferences have increased to include the Asia regional conference (with the planning of the next one in Russia).

Have delegates here considered hosting the next international conference?

- Canberra: We had considered it, but recently determined that the personnel support and the cost would be prohibitive.
- Portland might consider hosting, but more advanced information would need to be presented for planning.

Comments:

- Conference expenses (from MOFA): 2002 - \$60,000 Canadian or 4.7 million yen, 2003 - 5.5 million yen about \$45,000,
- Alternate years with everyone attending and only chapter reps attending.
- We can choose to not hold an international conference later this year and plan for the mid-year western Japan conference 2005
- Money for the next international meeting is set for 2004, but with a possibility of 2005 in Japan we don't think this will affect current monies involved or future monies.
- Terms of officers: according to by-laws the terms are from twelve months or meeting-to-meeting, with the terms being extended IF there is no meeting one year. This by-law change occurred in Vancouver.

Volunteer Organizations

Speaker: Noriko Hino, Executive Director, NY de Volunteer
www.nydevolunteer.org

Ms. Hino started NY de Volunteer nearly two years ago when she was searching for a volunteer opportunity that fit her needs.

Years ago, Ms. Hino visited the famous Coney Island and was shocked it so filthy. She found that she couldn't enjoy her day because of it so she started picking up trash. She felt good about doing something good. On that day she made a connection. A year and half ago she decided to organize a group to do the same thing. And today it is known as NY de Volunteer.

Three goals of a volunteer organization:

- Volunteer promotion
- Raise social awareness
- Develop community

How to motivate volunteers:

- Share your mission
- Make them fall in love and believe in the cause; people with passion
- Be clear about expectations and wants
- Spend time ascertaining what their motives are-why are they there?
- Lead by example-work hard yourself
- Has hired about 50 volunteers and made some mistakes; has learned the hard way in 1 ½ years that it is difficult to "fire" a volunteer and that can diminish morale of the organization
- Personality is very important for creating good atmosphere-hence important to choose the correct people for the job

Communication Challenges:

- Important to create culture that is well ventilated
- Things not easy to talk about should be discussed
- Important to develop name recognition
- Very important to find great board members
- Establish relationships with other non-profit organizations
- Important to get good ink-PUBLICITY, get in the newspaper, etc.

Finding ways to interact with the Japanese community:

- JETAA is a good entry to the Japanese community
- Japanese people are dying to meet foreigners, but sometimes afraid-so organizations (like JETAA) are a safe way to initiate contact; serve as a bridge, less threatening

Communications Survey

Moderator: Aaron Dodds

Please refer to appendix for complete results of Communications Survey

- Necessary to increase the frequency of communication with Country Reps
- Continuity of communication is of prime importance
- Develop direct data collection from returnees to Country/Chapter reps (egg: address, email, etc)
- When emailing, indicate type of message in subject line (egg. fyi, urgent, vote)
- Yahoo Groups has increased communication and activity participation
- ? Email allows an organization like ours to exist. We can communicate inexpensively and frequently. However, without structure much of the communication is inefficient and can result in no communication at all.

Website: Jetalumni.org

Speaker (via video): Paul Donovan

Moderator: Snaiet Shalav

- History: Michael McVey - Funding from CLAIR to set up jet.org site.
- Paul worked to start up the jetalumni.org site at 2002 Vancouver conference.
- \$30 Canadian, \$25 USD to join the website.
- Jetalumni.org should be the website internationally for JETAA-I
- Build a web team of technical people who can work a site and others who can write and disseminate news to reach out to chapters.

Motions presented by Paul Donovan:

Motion 1: Paul Donovan named Executive Webmaster to end of December 2005 or to next International conference, whichever comes first.

Results: Modified to read "webmaster". For - 37, Against - 0, Abstain - 2

Motion 2: Executive Webmaster to become elected position but not a part of the Executive Committee. Two-year position and voting done at international conference or in the absence of a conference, among members of JETAA-I committee members and active individuals of the web design team before the end of December 2005.

Results: Modified to Webmaster position under that of Secretary. Agree to not vote on motion 2.

Motion 3: The Executive Webmaster and/or others of the JETAAI committee and/or JETAA members be authorized to explore the feasibility of creating a centralized JETAA database and to discuss with CLAIR and other government support agencies for the JET Program for the purposes of financial and logistical support.

Results: Subcommittee to get in contact with Paul Donovan immediately ASAP.

Q&A:

Q: Security of the database? Data privacy protection?

A: Database security is a problem, serious privacy issues in different countries Security of data is only as strong as the people who have access to it. Issue to be dealt with by database subcommittee.

Q: Cost of web design?

A: To design a database is very expensive, hence: make a committee to build the site for less. Discuss with CLAIR & other government agencies that fund JET to see if there is a hope for finance to come from them. If not, maybe collect licensing fee from chapters?

Q: Can Japanese characters be used on site? Can website support Russian or other characters.

A: Any language can be put on the website. It is up to people's individual computers whether they can read it.

Q: Reliability of website?

A: He allowed his equipment to fail. Timing and way he dealt with it was not good. He now has technical support and continues to ensure it won't happen again. However, chapters are responsible for their own data and backups. Price is reasonable and he is doing the best he can to keep it low. Jetalumni.org has nothing to do with the hosting plan, and it can move to any other server we may choose in future.

Q: Future liability, what happens at 2005? Do we lose our site?

A: He would like to be replaced by someone as webmaster at the end of 2005. When his company no longer exists, he will do his part to ensure that jetalumni.org and chapter websites are provided for.

Q: If chose not to be a part of the site, can there be a link to the site?

A: Yes. Any chapter with a website can have a link.

Q: Has anyone been in contact with CLAIR to find out about database?

A: (from CLAIR) Will need to talk with other members of CLAIR. CLAIR database not connected to any database. Looking into it. There are too many privacy issues a couple of years ago. Interest is there but more concrete info is necessary to address security issues. There are many concerns relating to legal consequences.

Q: Database options?

A: Centralized database is best. Lots of people on it, everyone would have access to everything. Empty online database which each chapter could use on their own webspace, access limited to one chapter.

Idea Exchange

Moderator: Brenda McDonald

Nengajo (from New York)

- Many chapters have Bonenkais, but not many seem to get together to send out Nengajo (New Year's Cards)
- Construction paper, brush pens, glue & everyone brought craft materials and used old nengajo for size
- Japanese friends helped with grammar and nengajo expressions
- Everyone who participated sent their own nengajo
- JETAANY sent about 50 for chapter

Japan Wizards (previously Japan Bowl) (from Hawaii)

- Send study guide to every school (sample of study guide on yahoogroups)
- JETAA members write questions
- Get sponsors (hotel & airlines) to bring everyone in
- Winners of the event (two private schools and two public schools) are sent to Japan for one week to visit schools in Japan; corporate sponsors often go with them to promote company (egg. Japan Airlines, Hawaii Tourist Assoc.)
- Many participants end up applying for JET Programme later

Virtual Tour (from Western Australia/Northern Territories)

- Virtual Tour on Website created with English Speaking Society while in Japan
- Can move around room, read explanations on the "floor", hear explanations, photo link from one room to another
- Can link to WA/NT tour to save space (500-600k files)
- want.jetalumni.org
- Chapters are invited to "steal" this virtual tour for their own use

Communications Breakout - Small

Moderators: Frank Bender and Cristina Sagara

How do we bring small area into our central groups?

How do we reach out to members in disperse geographical areas?

- Communication is almost exclusively email. Most people in these chapters are not concentrated geographically, email is only way to communicate. But it is hard to get a response to this email communication, which is frustrating. Phone is not practical at all.
- Gather email addresses of JET participants BEFORE they leave for Japan, and then double check/remind them when they return. They send messages while these people are in Japan. Maintain connection from the outset.
- Send out a one-year schedule in August. Then put all of the events on the website one month before asking for RSVPs. Also send out letters asking for email RSVPs. If no RSVP by a week before hand, ask members from the same JET year to follow up by phone/email with non-answers. This makes connections stronger within the membership and makes other members responsible as well as the exec. One person becomes in charge of communicating with their "JET classmates." It is a challenge to get people who have been back for 10 years or so. When the new alumni return, they usually ask one older alumni to come to the event. This sometimes brings in a few extra older alumni.
- Create a form that people just have to fill out. These could be faxed as well if necessary. Structure is important, makes people think it is not as much of a task to return it.
- Email addresses block some JETAA messages because they are labelled as SPAM. Contact these people individually and ask them to "always accept".
- Clean out database- email, mail, phone and if there is no response, delete them from the database. When you update member database, you should submit it to CLAIR as well. CLAIR also receives updates regularly.
- If you don't have an official list from CLAIR (Jamaica, Singapore, South Africa, etc), create an email list based on who is going/in Japan on JET.
- Deal with geographically spread out JET Alumni by having a member's only discussion board where people can ask questions and get answers. Also, travel to the dispersed locations once a year or so to meet people for a happy hour or something.

Communications Breakout - Average

Moderators: Cecile Gross and Pamela Gupta

How to enhance participation - on return and later:

- Catch the applicants before they go.
- ? Give the new JETs a form to fill in with contact information before they go.

- An idea to have members in contact with AJET and CLAIR before the leave
- A newsletter is sent to members in Japan before they leave.
- To have a strong link with the consular office. Have contact with JETs before they leave by requesting stories; be sure to get email address before leaving.
- Use the AJET newsletter as an advertisement for JETAA.
- We need more communication on a national level before they leave.
- Be sure to catch returnees at the returnees conference. Brenda will try to create a ballet and coordinate action with facilitators at the returnees conference.
- Hire a career advisor speech at the returnees function held at the consular office - beneficial!
- Hold functions before leaving, attended cooking class then a drink. This created connections and excitement to “catch” people.
- Hold a survey questioning which activities they would like to attend.
- Had a speaker: How to connect your Japanese Experience with your new home. With a charge of 25 dollars they provided a meal and a fun experience. They tried to hook the new people.
- Approach this realistically. What is the success rate? 90% failure? Or 10 % success? To achieve success we need to contact them in as many ways as possible. Make it desirable!
- Before approaching them, clarify what the benefits are. We hold back on contacting them prior to this clarification. We don't want to “turn them off”. Approach the benefits of being on JETAA before telling them the responsibilities.
- Try not to overwhelm the new people with expectations when they first attend. Get the new members involved slowly - like contacting people regarding one event. This gives them the opportunity to incorporate JET into their lives.
- Get Japan related organizations & community involved.
- Use the Sister City connection that has been established.
- If you know of alumni still living in or who have returned to Japan, please tell them to get in touch with the Japan JETAA members.

How to make the AGM more appealing:

- Steal ideas from www.toronto.jetta.ca
- Get people to attend the AGM by providing drinks and a meal
- Hold at an appealing venue. Keep the AGM short. Take into consideration the time of the year (egg. school year exams)
- Take them out on an event weekend with cooking, outdoor sports etc. Have the AGM for about 30 min in the middle of the retreat. Use your budget to pay for accommodations and food.
- Be sure to give an outline of the position responsibilities on the website. Make it fun to read, with wacky pictures.
- Note that the treasurer position is one of the most demanding. Be sure that there is proper training.
- Paper work should be kept for up to seven years for audit purposes.

- Hold different events that target people's different interests

Don't give up on the members that you haven't heard from in a while. Don't give up on your methods. They will come back to get involved.

Communications Breakout - Complex

Moderators: Alison Bond and Brian Noguchi

Challenges faced-communication between members:

- Getting members to respond to group
- Don't know where members are
- Many members spread out in different geographical regions
- Getting members to respond via email-internet vs. hard copy of information
- Retaining members
- Getting members to be active
- Educating new returnees when meeting is not possible
- Database issues-consolidating information
- Pulling in members of ex-pat Japanese community.
- Getting members who interviewed in other cities involved in the local alumni associations

Parliamentary Session

Moderator: So-Young Kang

Proposed Amendment:

Submitted by Snaiet Shalav

The Executive Committee will be required to produce a report of their activities twice per annum.

JP1: move to accept

NZ1: second

Results: passed unanimously

Proposals for JETAA-I Conference Format:

Proposal 1, presented by NZ CR

- Country reps have 2 year terms
- Country reps only, not chapter reps
- Regional conferences held annually
- On each 2nd year, regional conference should be held one month before international conference in order to allow country rep to take content to international conference.

Proposal 2, presented by FR CR

- International conference every 2 years for country reps only
- Regional conferences every 1.5 years
- Executive officers have 2 year terms
- International conference held bilingual English and Japanese

Proposal 3, presented by Chair

- Have annual country rep meeting
- Annual term (1 year) expanded up to 2 years
- Annual regional conference
- Every 5 years have all chapter and country rep meeting in Japan

By-laws require a meeting of country reps every year.

We have proposed funding for conference with all chapter reps until 2005.

In the event we can raise own funds for an international conference, there is no reason can't increase frequency of conferences.

AU5: Could by-laws be changed to every 2 years?

Chair: Yes. Anything in by-laws can be amended at any time.

FR CR: Country reps numbers are likely to increase, so thought appropriate to have just country reps attend.

US6: Move that we table motion to exec committee for further study
Results: Motion was opposed.

Proposal by US14: Chapter reps will have an open invitation to the international conference at their own expense.

NZ1: Friendly amendment to add that chapter reps would only be observers.
US14: Agrees.

Results: Yes 20, No 17
Recount: Yes 20, No 20, Abstain 2
Recount: Yes 18, No 18, Abstain 4
Recount: Yes 19, No 18, Abstain 5
Amendment has passed.

**Proposal A: To hold JETAA-I executive meetings every year.
Proposal B: To hold JETAA-I executive meetings every two years.**

Results: Proposal A - 28, Proposal B - 11, Abstain - 3
Proposal A passed: That there will be an annual executive meeting in person.

Proposal: JETAA-I Conference will be held every five years in Japan to be attended by a Chapter representative and the Executive Committee.

Results: Yes 35, No 1, Abstain 3
Proposal passed.

Proposal by JP2: JETAA-I Conference 2005 to be held in Japan in city of Kobe and the prefectures of Hyogo and Aichi.

NZ CR: What about the bilingual proposal?
JP 2: The conference will be bilingual.

US 14: Motion to table the discussion and vote online post conference.
No second. Motion denied.

KR CR: Friendly amendment that the 2005 conference be hosted by all Asian countries.

JP 2: Not personally opposed, but isn't sure about the logistics.
KR CR: Withdrawal of friendly amendment.

Results: Yes 39, No 0, Abstain 3
Japan will host the 2005 conference.

Proposal by Tony Ridders: Amendment to by-laws to read that any chapter with an active membership can join even if they have less than 50 members.

Results: unanimous.

Official amendment proposal will be sent out in 6 weeks to be formally voted on.

GR CR: Introduction and welcome of the proposed new chapters - Russia and Jamaica.

Executive Officer Nominations:

Nominations for Chair

Brenda McDonald, Canada CR: accepted

Sunghee Park, Korea CR: declined

Results: unanimous

Brenda McDonald is the new Chair.

Nominations for Vice Chair

Christina Sagara, Brazil CR: Accepted

Alison Bond, UK CR: declined

Carol Bewry, CN2: accepted

Results: Christina- 8, Carol- 3, Abstain- 1

Christina Sagara is the new Vice Chair.

Nominations for Treasurer

Aaron Isgar JP2: declined

Alison Bond, UK CR: declined

Tony Ridders, Past Treasurer: declined

Paul Reid, AU: declined

Daniel Lintz, JP1: declined

JF Mannina, US: accepted

Results: unanimous

JFMannina is the new Treasurer.

Nominations for Secretary

Snaiet Shalav, Past Secretary: declined

Carol Bewry, CN2: accepted

Alison Bond, UK CR: accepted

Results: Alison- 11, Carol- 1

Alison Bond is the new Secretary.

Sponsorship

Moderator: So-Young Kang

Citibank has offered JETAA-I \$2000 sponsorship to promote their product to JETS going to and living in Japan. This promotion would include distribution of material at pre-departure orientation, quarterly emails to members, and logo on handbooks and website.

Comments:

- Citibank is likely spending a lot on the brochures; each new customer is worth about \$50. For \$2000, a link on the website and a banner at a conference is appropriate. For what Citibank is asking, \$50,000 is appropriate.
- Not all Japanese cities and towns have Citibank.
- What else does Citibank want?
- In Korea and Japan, the conference is done at a different time of the year.
- Which JET website will have the Citibank logo?
- There are two types of pre-departure orientation - it's fine to hold them at your own JETAA orientations, but maybe not at CLAIR/MOFA sponsored orientations.
- Is this an exclusive agreement? Can we have other banks sponsor us?
- Is it even legal (since we are not a non-profit) to accept sponsorship?
- Can't distribute anything at the Consulate but perhaps at the airport.
- Before we agree to do this, we need to have the buy in of all chapters.
- We should also see whether there are similar opportunities for JETAA-since we have 30,000 members around the world.
- Most chapters are probably not ready to do this. A link on the homepage and a banner is probably enough right now.
- Maybe it's possible to have AJET distribute this at the Tokyo orientation.
- We need to do a lot more negotiating before we move forward.
- We don't have the right forum for distributing the information at this point.

Vote:

Do chapters have the opportunity to distribute this information at a non-Consulate sponsored events?

Yes - 20 chapters

Bylaws Committee

Frank Bender, GR CR and Jay Arnold, US - 6, Chairs

- National Conference - no change necessary
- Executive Officers terms until 2/28/05
- Voting - US has two reps - therefore need to change to allow two votes for US
- Secretary - add responsibility to develop and maintain website (and use a webmaster)

Corporate Sponsorship Committee

Aaron Dods, NZ CR

- Get each CR to look into the law regarding taxes that may need to be paid from moneys raised.
- Regional Conferences - can also look into corporate sponsorship - to distribute materials, have speakers, signage, and sell advertising space in the program. Market to new JETs coming back - cell phones, house, car, insurance, doctors
- Do not think it's necessary to have a global account for JETAA because it is an umbrella organization of chapters. Therefore, when raising funds, the Country should keep those funds internally - held by one of the chapters with non-profit status. In the future if need to integrate bank accounts, then can do so. Example - US law states that if receiving money and are not non-profit, then have to pay taxes on profit because it is considered personal income.
- How to raise funds? How to decide if funds go to chapter, country or international level? Have corporate sponsorship levels - Platinum, Gold & Silver.
- JETAA-I can guarantee to potential corporate sponsors that will be able to offer number of alumni worldwide.
- Japan CR will work with Citibank Japan to negotiate the card deal. Do a co-branding of the credit card.

Long term Strategy Committee

Nicole Bongiorno, US CR

- Become International Non-profit - work with current non-profit chapters
- Funding Issues - working with CLAIR and MOFA to become more independent; dues and fundraising; review other international organization's processes and best practices for self-sufficiency; review board of directors/advisors entity.
- Make more connections with Japanese at a local level.

Database Committee

Brian Noguchi, US CR

- Need a database for JETAA-I.
- Deanna and Paul are going to work with Paul Donovan and Scott Norman to establish database needs analysis.

- CLAIR distributes the data to chapters in December. JETAA chapters have information about JETs at point they are leaving for Japan.
- \$10,000 estimate (low) to develop and build the database required.

Generation and Resurrection of Chapters Committee

Brendon Lutwyche, AU CR

- Retention difficulties for small chapters
- CLAIR JETAA membership form does not have all of the countries listed for JETs/JETAA.
- Chapters should always take on board smaller chapters.
- Problem when there is no Consulate representative in a region where there are JETAA members.
- Set up a new chapter-members page on the JETAA-I website - guidelines for what new chapters need to do to get started and ideas for activities. Draft of sample bylaws. How to do Grant-in-Aid. Contact person for CLAIR. Create a buddy chapter list to offer assistance to new chapters.
- Problem of many of the smaller chapters not falling into certain regions, where regional conferences will take place. Suggest that ideas exchange portion of conference should continue to take place.
- CLAIR now recognizes that any chapters with 50 persons or less. But JETAA-I's bylaws state that must have 20 persons to constitute eligibility for recognition as a chapter of JETAA-I.

Improving the JET Programmed

Speaker: Steven Shipley

JETAA is part of a bigger programme and we are constantly thinking about new ideas for the JET Programme. Three years ago CLAIR convened a special committee to re-evaluate and revise the Programme. As we are reaching the 15th year of JET, we have formed a special committee to deal with issues.

CLAIR needs you to give us your frank opinions, as this is the only way we can improve the JET Programme. Only 11 % of JETAA members are active according to the JETAA survey. The survey also indicated difficulties for participants with reverse culture shock. This indicates what an important role JETAA has to play in the lives of returning JETS.

Strategies for improving the JET Programme.

- Regular evaluations by CLAIR
- Criteria has changed and relaxed
- Participants are now up to 40
- Participants are allowed to reapply

- Added a section to Tokyo orientation - Team teaching examples by a veteran
- CLAIR's promotional tours - Has increase from 5 to 7 regions. We are exploring the possibility of extending to universities and remote areas.
- More promotional activities will be expanded to increase our applicant base.
- Publishing the after JET prep guide and hope to distribute at the returnees conference.
- Hope to decrease the stress of JETS returning home.
- CLAIR determined that a higher salary based on experience. We are exploring the possibility of salary raise for 4th and 5th year participants.

Suggestions for: Criteria and the pre application stage

- Should be allowed to apply before 10 year requirement
- Quality rather than quantity that is the issue. It is international relations at the local level not just teaching English. We hear from local authorities every year on how many they need and it is increasing but it has plateaued. Every year there is about 9000 applicants of which we accept 3000, so the standard that we should look at, 6000 is a good level to aim for.
- Age issue- 40 years old in principal, but three years ago they raised the limit from 35- 40. In principal it says 40 but the way we do our application process in many different countries and consulates is different all over so the way we keep everything the same is last year we decided to keep it at 40.
- If applicants have qualifications other than university, will they be considered??
- Promote the Programme in more remote areas.

Suggestions for: standards on the JET Programme

- Expensive rent, some people cheap, some people pay key money and some people pay none.
- Should the level of Japanese required for a CIR position be categorized? Local authority could put in a specification about what level of Japanese they want.
- Some CIRs are being forced to be ALTs and are leaving as a result.
- There is a school of thought that the life of an ALT is easy. People are underutilized and job satisfaction is low. If they could implement a system to make sure ALTs are utilized, they will keep quality applicants longer.
- If something official came down from CLAIR, to use your JET at other schools when there are opportunities or free periods.
- Give Supervisors a check list or ideas sheet for how best to utilize your ALT
- Maybe take a survey of how they use their ALT. Create opportunities for host institutions to share ideas of how they use their JET.

Details of Hosting a Conference

Speakers: Shannon Spisak and Jo Sonido

Please refer to appendix for Details of Hosting a Conference.

Budget:

- Budget was 5.4 million yen
- CLAIR will pay for one reception and room fees but won't pay for breakfast
- Consulate will host an additional reception
- No budget for printing, handbooks etc.
- Exchange rate: is a fixed rate (not comparable to actual rate)
- Air fares group booking versus individual booking - reimbursement issues can be a problem so they need to be considered carefully, also air fares can increase
- Work closely with CLAIR and the Consulate. They paid directly to the various companies etc. Let them support you otherwise it is very difficult.

Collaboration

- Know your partners-who are you planning this with? All partners need their say but the more partners you have the more time consuming the process may be. Outline responsibilities for all the partners from the start.
- What does it mean to be a host chapter? What is your role? Host=logistics-hotel, air flights. Define what this means to all the partners.
- Future: may need to have standardized guidelines.
- Planning -they started in Aug. the earlier it is started the better

Resources

- Draw on resources. Work with those with past experiences. People should be willing to help! Don't expect from others what you wouldn't do yourself!!!
- Core group of 5 volunteers with an additional 10 general volunteers
- Good idea to share the tasks in the conference e.g. note taking

Communication:

- Email is consistent, concise and cheap. Facilitates planning and delegation and is a good way to get people involved but face-to-face meetings usually result in more help.
- Be prepared to have daily contact via email.
- Make sure that all reps are on a delegates
- Check that communication is occurring within the chapters and that the info is being given out through all the channels.
- Understand the limitations of email communication-difficult to discuss issues. Try not to use it too much, use the phone.

Agenda

- Took 2 months (due to email) to plan. Initiated by the officers then invited the country reps to participate and develop. Then put out to everyone to provide input then finalized by the executive committee
- Should be collaborative
- Idea: Country reps could prepare thoughts about improving the JET programme prior to the conference and then compile a report to be presented at the conference.
- Difficult to prioritize what is best to do and how much time to spend on each item

APPENDIX

Communication Survey Results 2004

Details Of Hosting A Conference

Organisational By-laws

Communication Survey Results 2004

1. How often do you hold meetings for your members?

1,2 or 3 times a year-16 chapters
4,5 or 6 times a year-12 chapters
10-12 times a year- 12 chapters

2. How often do you hold meetings for your officers?

1,2 or 3 times a year- 6 chapters
4,5 or 6 times a year- 8 chapters
8-10 times a year- 9 chapters
12 times a year- 14 chapters
24 times a year- 2 chapters

3. Are these separate meetings?

Yes- 26 chapters No-12 chapters

4. Does your chapter presently utilize a functioning website?

Yes- 33 chapters No- 8 chapters

5. How do you communicate with your members?

In order of popularity;

1. email	40	in-person gathering	40
2. website	31	phone	31
3. printed newsletter	22		
4. online newsletter	17		
5. online discussion board	10		

6. How often do you utilize the above communication tools?

daily=5 weekly=16 monthly=20 infrequently=2 total=62
Email=51 6=5 20=52 Website=45 12=11 13=2 Phone=62 6=32

Printed newsletter=62 20=26 Online newsletter=71 10=17 Online discussion board=11 3=6 1=1

7. How often do you communicate with your Country Rep, and what is the main form of communication?
daily=1 monthly=11 infrequently=3 when needed=4

8. How often do you communicate with your "Buddy Chapters"

regularly=10 seldom=21

9. How often do you communicate with your Consulate?

daily=1 weekly=9 monthly=23 quarterly=5

10. How often do you communicate with CLAIR?

weekly=3 monthly=6 1/year=9 semi-annually=10

11. Are you registered on yahoogroups (i.e., aadelegates)?

Yes=35 No=7

12. How often do you post on yahoogroups?

daily=2 weekly=2 monthly=5 infrequently=3

14. Do you access the file library?

Yes=13 No=28

15. Does your chapter use www.jetalumni.org as a JETAA resource?

Yes=29 No=9

16. What types of resources would you like to see at jetalumni.org?

ACTIVITY-related:

- ◆ JETAA ideas for activities.
- ◆ A monthly "what's happening" section spotlighting the activities of a particular chapter
- ◆ successful chapter events
- ◆ ideas for activities, other chapters' tried and tested activities

ALUMNI-related:

- ? update local JET Alumni and news from prefectures
- ? a place for new alumni to enter their contact information which could then be sent to the appropriate chapter

JETAll-related:

- ◆ Current minutes of JETAA-I

- ◆ Overall strategic plan for JETAA-I
- ◆ all conference material from regional and national conferences
- ◆ Consolidated links to all JETAA websites and other useful Japan-related sites

JOB-related:

- ◆ Forums for alumni to exchange information; job listings in each country
- ◆ Job opportunities
- ? job resources, current Japanese business job postings

JET Programme-related:

- ◆ List of all former JETs
- ◆ Worldwide database of current JETs
- ◆ Current statistics for JET programme - for promotional & educational purposes
- egg: resources for presentations

AND...

- ◆ Trivia and other info to keep and enhance knowledge of Japan.
- ◆ Help filling out Grant in Aid
- ◆ book club
- ◆ tatami timeshare information

17. Does your chapter keep an archive of files from past executive administrations?

Yes=33 No=7

18. Where do you archive your Chapter information?

President's house=8 In a box=5 Consular Office=6 Website=2
(Other=2)

19. Does your chapter have access to former officers for past information that is not available?

Yes=32 No=8

20. Does your chapter participate in an annual National/Regional Conference?

Yes=34 No=7

21. If yes to #20, is the annual National/Regional Conference beneficial to your chapter?

Beneficial=40 Not beneficial=1

23. How valuable do you find the conferences in building growth within your chapter:

Very=14

somewhat=20

not very=3

- @

Details Of Hosting A Conference

- I. BUDGET
 - A. Know where your funding is coming from
 - B. Understand the approval process
 - C. Issues
- II. COLLABORATION
 - A. Know your “partners” - JETAAi, MoFA, CLAIR
 - B. Work within your limits
 - C. Communicate
- III. IMPLEMENTATION
 - A. Always expect the unexpected
 - B. How do the previously divided responsibilities affect the implementation?
 - C. Plan in Advance as much as possible
 - D. Nothing will ever be 100% perfect

PROS Builds motivation in chapter
CONS Over-extends officers Gives insight into MoFA/CLAIR relationships Takes priority away from local events Develops and strengthens relationships with other JETAA who become involved Frustration is compounded by dealing with the unknown See the “true colors” of JETAA See the “true colors” of JETAA Builds sense of accomplishment and pride Held to standards that are not defined

“DO”s **“DON’T”s** PLAN PLAN PLAN in ADVANCE Think someone else is taking care of something you haven’t agreed upon Get the word out Wait until the last minute to make decisions Work closely with all groups involved Base your planning on perceptions of last year’s conference Utilize all communication channels Expect that all delegates will follow instructions and meet deadlines Outline responsibilities clearly Ignore suggestions and concerns voiced by your consulate Stick to timelines/deadlines Leave all planning and decisions up to one individual Keep everyone as informed as possible Underestimate the power of the hosting responsibility Budget time for issues not on original list - recording your progress and steps, taking note and resolving conflicts that arise during planning, waiting on answers from outside parties that will affect your ability to meet deadlines

2003-04 BUDGET:

MoFA = 5.5 Million Yen at FIXED Amount:

exchange rate 122Y = US\$1

Catering

80% = airfare

Costs

20% = hotel

CLAIR = 2004 Budget FIXED US Dollar

\$9,000.00 = Lunches, Reception

\$4,000.00 = Room and Equipment Rental

6-Month Time Line**:

Month 1

- Identify and organize members of planning committee
- Communicate ideas and agree upon responsibilities.

Month 2

- Search out possible locations and set up airfare process
- Begin to estimate costs

Month 3

- Develop agenda and goals
- Assign responsibility for follow-through
- Send invitations outlining deadlines

Month 4

- Reminders
- Finalizing details on budget and responsibilities
- Begin confirming participants

Month 5

- All participants confirmed.
- All arrangements in place.
- Mobilize local volunteers for additional help during conference dates

Month 6

- Answer outstanding questions
- Submit formal budget estimate and request to MoFA so funds will be transferred in time to reimburse.
- Take deep breath and reflect on process so insight and experience can be shared with conference delegates!

** This is based on JETAA NY actual time from start to finish - recommended:

AT LEAST 8-10 Month planning time frame for all-inclusive International Conference

Organisational By-laws

July 1999 (as revised February 2004)

Official Name

The Japan Exchange and Teaching Programme Alumni Association International (JETAA-International).

Geographical Boundaries

JETAA-International, in conjunction with CLAIR and the relevant Japanese Ministries, will recognise chapters defined by geographical regions.

Mission Statement

JETAA-International is an organisation dedicated to fostering positive relations between Japan and the home countries of JETAA chapters, serving as a support and network group for JETAA chapters and promoting the success of the JET Programme.

Objectives

- To provide support for and facilitate communications between JETAA chapters
- To promote international awareness
- To serve as a resource for the community
- To act as a liaison body between JETAA chapters and official bodies in Japan and JETAA chapter regions
- To promote and publicise JETAA.

Leadership Structure

The leadership structure of JETAA-International shall consist of Executive Officers, an Executive Committee made up of Country Representatives and the general membership, made up of Chapter Representatives.

Leadership roles

Representatives at the various levels of the leadership structure of JETAA-International may only be drawn from chapters who are full members of JETAA-International.

A. Chapter Representatives

A Chapter Representative shall be elected from the current membership of their JETAA chapter by the members of that chapter, in accordance with local chapter

procedures. A Chapter Representative shall be responsible for dissemination of information in relation to JETAA-International to the membership of their respective chapter, and for bringing issues of concern raised within their respective chapter to the attention of their country/regional representative. A Chapter Representative will also be responsible for providing annual updates on membership numbers and relevant contact details to their country/regional representative, for the purpose of ensuring the JETAA-International database is kept up to date.

A proposal to amend JETAA-International by-laws will require the support of two-thirds of Chapter Representatives voting and two-thirds of Country Representatives voting to be passed. The annual selection of venue for the JETAA-International Conference will be by a simple majority of votes of Chapter Representatives.

B. Country Representatives

All countries containing at least one regional chapter of twenty (20) or more members shall be eligible to elect a Country Representative. Chapter Representatives shall elect the Country Representative. In the event there is only one Chapter Representative in a country, that person shall automatically assume the position of Country Representative.

Country Representatives shall not be required to represent more than nine chapters. Countries with ten or more chapters shall have the option of dividing into regions of an equal number of chapters (as far as possible) so that no member of the Executive Committee (ie. Country Representative) shall represent more than nine chapters. Decisions regarding the number and boundaries of regions for this purpose shall be made initially by the JETAA-International Interim Committee, and thereafter, by the Executive Committee. Where a country has been divided into regions, the Chapter Representatives within each region shall elect a Country Representative, with the result being that there may be multiple Country Representatives for a single country. In any case, there may be no more than three (3) Country Representatives from any one country on the Executive Committee at any one time. Country Chapters will self determine a National method of establishing a representational district or population.

The Country Representatives' primary role is to ensure effective and timely two-way communication between JETAA-International and their respective countries/regions. They will also undertake other duties as set forth by the Executive Committee. Country Representatives shall be responsible for keeping the Executive Committee apprised of the status of all significant projects and activities within their respective country/region.

C. Executive Committee

The Executive Committee shall consist of all current Country Representatives. Roles that are the responsibility of the Executive Committee include election of Executive Officers from among the members of the Executive Committee **and Chapter Representatives**, approval of the annual budget of JETAA-International, authorising expenditure by JETAA-International in excess of USD three-hundred (300), planning and supervision of the JETAA-International Conference and other defined tasks as appropriate, for example, conducting elections and approval of applications for membership. **No more than two of the four executive officers may be from the same country.**

To ensure an equal voice for all JETAA-International member countries, voting within the Executive Committee is on a **'one country representative, one vote' basis.**

The Executive Committee, which includes the Executive Officers, shall be accountable to the general membership for decisions made by the Committee, including those relating to expenditure. They will be required to produce a report of their activities **twice per annum**, including financial statements, and to make this report available in a timely manner to all JETAA-International member chapters.

D. Executive Officers

Chair: The Chair is responsible for chairing all meetings of the Executive Committee and Chapter Representatives, acting as the official spokesperson and primary liaison for JETAA-International and undertaking primary liaison with all outside entities, supervising projects and advising and working with the Treasurer to prepare the annual budget and the 12-month Work Plan.

Vice-Chair: The Vice-Chair is responsible for providing day-to day supervision of specific projects as directed by the Chair and/or the Executive Committee. The Vice-Chair will assume the duties of the Chair in the event of the Chair's absence.

Secretary: The Secretary shall be responsible for facilitating positive, timely and effective communication between chapters and the Executive Committee, and between chapters. The Secretary may also assume responsibility for other types of communications, such as publicity and promotion where directed by the Chair and/or Executive Committee. The Secretary shall be responsible for maintenance of the JETAA-International database of chapter information.

Treasurer: The Treasurer shall be responsible for the general financial management of JETAA-International, including preparation of an annual budget (in consultation with the Chair and the Executive Committee), collection, maintenance and distribution of JETAA-International funds, the publication of

periodic financial reports and the dissemination of information regarding financial procedures.

Term of office limit

Executive Officers may serve a maximum of two consecutive terms in any one position. In the event of an Executive Officer position becoming vacant prior to the expiration of the term of office, the remaining members of the Executive Committee shall appoint an interim replacement drawn from the current members of the Executive Committee to assume the duties of that Executive Officer position for the remainder of the term of that office.

Procedures

Membership

Membership of JETAA-International is on a chapter basis and is restricted to chapters recognised by JETAA-International and who continue to operate as 'active' chapters, with at least twenty (20) current members and written chapter by-laws. Membership is subject to maintenance of a minimum membership of twenty (20) people.

Membership may additionally be subject to payment of annual JETAA-International membership dues. Decisions on whether membership dues shall be levied and the level of due shall be the responsibility of the Executive Committee, by a vote in favour of two-thirds majority or greater of the Executive Committee.

Sub-chapters shall not be represented in their own right but through their parent chapter.

New chapters/sub-chapters seeking to become members may apply for membership by submitting to the Executive Committee a copy of their chapter by-laws, current membership list and summary of activities over the last 12 months, together with a covering letter requesting membership. In the case of a membership application being accepted by the Executive Committee, membership of JETAA-International may be subject to payment of annual membership dues.

In the case of a former JET Programme participant residing in a country where there is no recognised JETAA chapter, interim membership on an individual basis may be granted by the Executive Committee until such times as an official JETAA chapter is established in that country. Interim members do not pay annual dues and have no voting rights.

Membership rates shall be determined on an annual basis, in accordance with the budget prepared by the Treasurer and approved by two-thirds majority or greater of the Executive Committee.

Member chapters of JETAA-International should be committed to providing service related to the JET Programme, establishing professional relationships with other chapters (both member and non-member chapters of JETAA-International) and working towards the growth, development and success of JETAA-International.

Meetings

The Executive Committee will meet as often as necessary to progress the business of JETAA-International, but in any case at least twice annually. It is preferable that one of these meetings be face-to-face (funds permitting) at the annual JETAA-International Conference. Where it is not possible to conduct a meeting face-to-face, it shall be conducted via electronic means, i.e. via teleconference or internet.

The Chair may propose a meeting of their own volition or upon written request from any Executive Committee member. A proposal to hold a meeting shall be put to the Executive Committee and will proceed upon receiving support from two-thirds majority or more of Executive Committee members.

The Chair is responsible for calling a meeting of the Executive Committee. Upon a meeting being called, the Secretary shall provide written notification to all Executive Committee members of the date, time, venue and the items to be discussed at the meeting.

As far as possible, the Secretary should aim to make arrangements for meetings that allow maximum participation of Executive Committee members at no or minimal cost to those members.

In the event of an Executive Officer, Executive committee member, or Chapter representative failing to complete tasks specified within the organisation By-laws or volunteered for, without due cause, funding will not be provided for transport to, or attendance at meetings or conferences. A person may be deemed ineligible by a vote of 50% of the Executive Officers and 50% of the Executive Committee.

Quorum for a meeting of the Executive Committee shall be 75% of current Executive Committee membership, and shall include either the Chair, Vice Chair or both. In the event of the absence of quorum being achieved within 30 minutes of the publicised commencement of the meeting, the meeting shall be suspended until such time as the Chair re-convenes.

In the event of an Executive Committee member being unable to attend, they may nominate a representative to attend in their place. Such notification should be provided to the Chair at least seven (7) days prior to the advertised date of the meeting, except in the case of unforeseen circumstances e.g. accident, emergency. A nominated representative should preferably be another Country Representative or Chapter Representative from the same country as the absent Executive Committee member, but in any case must be a current member of a current member Chapter of JETAA-International of the same country as the respective absent Executive Committee member.

In-person meetings

The Secretary shall give notice of a meeting to Executive Committee members at least six (6) weeks prior to the advertised date of the meeting. The Secretary shall, in consultation with the Chair and Executive Committee members, be responsible for meeting arrangements and advising Executive Committee members at least fourteen (14) days prior to the holding of the meeting. The Executive Officers shall endeavour to ensure that no Executive Committee member is unduly disadvantaged with regard to participation in a meeting by the cost involved in meeting attendance (e.g. airfares, accommodation).

Commencement of the meeting is subject to quorum being reached in terms of Executive Committee members physically present at the meeting venue.

Other meetings

The Secretary shall give notice of a meeting to Executive Committee members at least at least twenty-one (21) days prior to the advertised date of a meeting. The Secretary shall, in consultation with the Chair and Executive Committee members, be responsible for arranging the mechanism by which the meeting will be conducted (teleconference, internet, etc) and advising Executive Committee members at least fourteen (14) days prior to the holding of the meeting.

Commencement of the meeting is subject to quorum being reached in terms of Executive Committee members present via a pre-arranged means of live communication, for example teleconference or internet video conference or chat room.

Elections

Executive Officers

Elected Executive Officers shall stand down from their positions at the commencement of the Parliamentary session at the subsequent JETAA-International Conference. In the event that this is not held annually, positions shall be for a period of one year, after which all positions become vacant. Eligibility for Executive Officer positions is restricted to Executive Committee members and Chapter Representatives.

In the event there is only one candidate for any Executive Officer position, that person shall automatically assume said position as if elected. No individual shall be permitted to hold more than one Executive Officer position at any one time

Executive Committee

With regard to Executive Committee positions, terms of office for all positions shall be for a period of one year, after which all positions become vacant.

Conducting Elections

Elections to fill Executive Officer positions shall be conducted once annually, at the JETAA-International Conference. In the event that there is no Conference on a given year, elections shall still be held via email. Elections for Executive Committee members (ie. Country Representatives) shall be held four weeks prior to elections for Executive Officers. The Chair shall be responsible for calling elections within these time frames and informing the Executive Officers and Executive Committee when an election has been called. In turn, Executive Committee members are responsible for informing Chapter Representatives as soon as an election has been called.

Conduct of elections for Executive Committee members (Country Representatives) shall be the responsibility of the country concerned, but shall be done in a manner consistent with JETAA-International By-laws. It is suggested that a Returning Officer be appointed prior to the holding of an election. Successful candidates shall be notified to the interim election sub-committee within fourteen (14) days following the election being held.

Voting

Election of Executive Officers, Executive Committee

In elections of Executive Officers, only current Executive Committee members are eligible to vote. Voting is on a 'one country, one vote' basis. Country Representatives shall consult with Chapter Representatives in their respective country prior to voting.

In elections of Executive Committee members, only current Chapter Representatives within their respective country are eligible to vote. Voting is on a 'one chapter, one vote' basis. Chapter Representatives shall consult with the membership of their chapter prior to voting.

Voting shall be done either in person, via a secret ballot or by e-mail to the Returning Officer.

Voting shall be by a system whereby the candidate receiving the most number of votes shall be declared successful, with voters nominating a single candidate to receive their vote. Votes nominating more than one candidate shall be considered invalid.

Proposed changes to by-laws

Proposed amendments to the by-laws of JETAA-International shall be put to the vote of the general membership of JETAA-International, that is all Chapter Representatives.

Voting shall be done in person either by secret ballot or by e-mail to the Returning Officer.

Voting on proposed by-law amendments will be based on a referendum-style approach, that is, voting to accept or reject the proposal. Proposed by-law amendments receiving the support of two-thirds or greater of Chapter Representatives voting and two-thirds of Country Representatives voting shall be considered passed.

All JETAA-International member Chapters shall be provided with written notification of proposed amendments and date of the vote at least six (6) weeks prior to the advertised date for the vote.

Workplan

The Chair, within 8 weeks of being elected, shall submit a 12-month workplan for approval by two-thirds majority or greater of the Executive Committee. In the event that the workplan does not receive the support of two-thirds majority or greater of the Executive Committee, the Chair will submit a revised workplan within fourteen (14) days to the Executive Committee for approval. If the revised workplan fails to receive two-thirds majority or greater support from the Executive Committee, an Interim Committee shall be established to redraft the workplan. The Interim Committee shall consist of between four (4) and six (6) Executive Committee members and shall be required to present the re-drafted plan to the Executive Committee for approval by two-thirds majority or greater within six (6) weeks of the interim Committee's establishment. Following the approval of the re-drafted workplan, the Interim Committee shall be dissolved.

Removal of members

Executive Officers can be impeached in their capacity as Executive Officers by a two-thirds or greater vote of all Executive Committee members and/or all Chapter Representatives in the case of a serious breach of the JETAA-International organisational by-laws, or by three-quarters or greater vote of Chapter Representatives in the case of an issue of "no confidence" for whatever reason.

Executive Committee members may be impeached in their capacity as Country Representative by a two-thirds or greater vote of the Executive Committee in the case of a serious breach of the JETAA-International organisational by-laws or by

three-quarters or greater vote of Chapter Representatives within their respective country in the case of an issue of “no confidence” for whatever reason.

JETAA-International, its Executive Officers or Executive Committee have no authority to impeach individual Chapter Representatives in their capacity as Chapter Representatives, but may recommend further investigation of an issue. Individual chapters have the authority and responsibility to address situations where their Chapter Representative has breached their respective chapter by-laws and/or has lost the confidence of the general membership of their respective chapter.

Member chapters may be removed from JETAA-International for intentionally misrepresenting information to the Executive Committee, conduct counter to objectives and image of JETAA-International, or not paying membership dues in a timely fashion. Removal requires a two-thirds majority or greater vote of all of the Executive Committee and/or three-quarters or greater vote of all Chapter Representatives.

By-laws for JETAA-International

July 1999 (As revised November 2002, July 2003, February 2004)