



**JETAA Country Representative – Canada
(1 year term, May 2014 to April 2015)**

The country representative's responsibilities are to:

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

Other qualifications:

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

The successful candidate will submit a platform that states the following:

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

**** Please note that the JETAA Country Representative does get a small budget to use for activities (e.g. airfare to attend Canada Conference, domain name renewals). As of 2012, there is no longer an International Meeting.**