

Appendix A

Officer Roles & Division of Responsibility

Tokushima AJET Executive Committee 2023 - 2024

INTERNAL DUTIES:

Treasurer

- Retitles the AJET bankbook to their name and address
- Tracks internal budgeting for AJET and all AJET events
- Deals with all money matters, functioning as the point person for inflow and outflow of cash for all AJET events
- Responsible for an up-to-date budget of all expenditures, viewable by all AJET Executive Committee members

Historian

- For every AJET event, responsible for taking pictures themselves, designating a photographer, and/or procuring pictures from attendees for yearbook/website use directly after each AJET event
- Natural editor-in-chief for the annual yearbook, but may delegate that responsibility by appointing a suitable candidate within Tokushima AJET
- Chair of Yearbook Subcommittee

External Coordinator

- Handles PR and community engagement with people and organizations outside of JET
- Reaches out to neighboring communities or neighboring AJET chapters to encourage participation in Tokushima/Tokushima AJET events
- Maintains a calendar of external and non-AJET events, advocating that AJET events are scheduled to allow maximum community participation in both AJET and non-AJET events

Internal Coordinator

- Writes and keeps internal meeting minutes for use within the Tokushima AJET executive committee
- Maintains a calendar of internal dates and deadlines to facilitate Executive Committee planning and decisions

Web Resource Liaison

- Oversees AJET resources online as a liaison between the Executive Committee and the Webmaster
- With the Webmaster, regularly ensures the website is kept up-to-date on all AJET events, and information pertinent to the JET community
- Encourages the strengthening of community support through online resources
- Publishes the Tokushima AJET Calendar to the website

DIVISION OF RESPONSIBILITY:

Each Executive Committee member shall aid in the planning and execution of all Tokushima AJET events. However, in order to effectively manage the various responsibilities traditionally required of the Executive Committee, the roles as defined below provide a focus by delineating a point person for each event. This committee member shall endeavor to facilitate AJET events in his or her specialized area. Events can be delegated to other Executive Committee members when necessary.

Community Social Chair and Travel Coordinator

- Welcome Party
- Burns Supper
- Sayonara Party
- Yuki Matsuri
- Extra-prefectural travel activities: Hiroshima Sake Festival
- Tokushima intra-prefectural travels

Subcommittee: Social Committee

Community Sports Chair

- Shikoku Field Day
- Rugby Tournament
- White-water rafting

Subcommittee: Sports Committee

Volunteer / Outreach Coordinator

- CWC Visits
- Fundraising Initiatives (ie. Movember)

Subcommittee: CWC Project leaders

Musical Chair

- The Tokushima AJET Musical

Subcommittee: Musical Committee

On events: The events listed are what have been traditionally headed by AJET, but by no means is it an exhaustive list of events possible (i.e. Pub Quizzes, Black Tie Ball, Guys/Girls night, city tour etc.) Some of these events may not be possible to hold due to COVID-19.

On subcommittees: Subcommittees shall be created so long as there are individuals in the Tokushima JET community interested in serving. Subcommittee membership is open to all current Tokushima JET program participants. The chair of the subcommittee shall ask for volunteers; any interested current Tokushima JET who signs up shall be admitted, with the exception of the Budget Subcommittee which shall consist of all Executive Committee members and two JET members-at-large. Other non-JET members of the Tokushima community may be approved to join a subcommittee with the permission of the subcommittee chair.

Ideally, subcommittees will create a higher degree of community participation and transparency. This can be achieved by encouraging openness through actively empowering the

subcommittee, encouraging action such as polling and crowdsourcing the community, and inviting feedback both from the subcommittee and the community.

The structure and roles of individuals in each subcommittee shall be assigned at the discretion of and communicated by the subcommittee's chair. This may include, but is not limited to: assisting in the planning and execution of AJET events; providing feedback to the chair; special independent projects overseen by the Executive Committee.