

Position Descriptions

UPDATED:2.7.25

President*

The President is responsible for the day to day leadership of the organization as a whole and making sure the board is working to fulfill the mission of JETAA Chicago. This includes ensuring transparency in operations, making sure paperwork is in order and filed on time, actively supporting all officers and facilitating the events of JETAA. It also includes personally liaising with members of the alumni community, Japan community in Chicago, MOFA, CLAIR, and JETAA USA.

Vice President

The Vice President supports their fellow officers and the membership-at-large in fulfilling the mission of JETAA Chicago. This includes collaborating with the President to guide the board, leading meetings, attending events, and monitoring activities to ensure a smooth process for the organization as a whole. The Vice President is also required to ensure that the duties of the President, Treasurer and Secretary are fulfilled should there be a time when they are unable to do so; this includes, but is not limited to, all of the responsibilities outlined in the respective position descriptions.

Treasurer**

The Treasurer is responsible for keeping the chapter within the budget, tracking donations, receipts, event expenses and event attendance throughout the year. The Treasurer is also responsible for ensuring that the entire board has a strong understanding of the yearly budget process and timeline. In February the treasurer turns in proof of expenses and activities held the previous year that use GiA funds and in June they are responsible for proposing the chapter's expenses for the upcoming year. Making sure both reports are done accurately and in a timely manner ensures that the chapter stays active and in turn can offer support to outgoing JETs and alumni.

Junior Treasurer

The Junior Treasurer is a one year position that eventually leads to the two-year treasurer position. The Junior Treasurer will shadow the treasurer and learn the role. They will also help with paperwork and any other tasks delineated by the treasurer.

Secretary

The Secretary is the administrator and information manager for the organization. They manage and track files and data, and maintain historical records to ensure organizational sustainability. The Secretary is also responsible for ensuring transparency in information sharing to maintain trust in the organization. This includes the monthly responsibility for taking minutes during meetings, making edits to them, and sending the finalized document to the board for approval before they make their way to the JET Program Coordinators at the Consulate General of Japan in Chicago for record keeping.

Activities Lead

The Activities Lead is responsible for overseeing the ongoing events and alumni engagement efforts of JETAA Chicago. This includes creating documentation for events, supporting and directly organizing events for JETAA Chicago, including social gatherings, clubs, quarterly dinners and more. The Activities Lead works to develop a wide range of activities through assisting fellow officers and other alumni with planning and partnerships with external organizations.

Marketing Lead

The Marketing Lead handles JETAA Chicago's brand presence on and offline and focuses on organizational promotion. This includes digital promotional materials, social media posts, the monthly newsletter, website content and event collateral. Helping promote Japan-related content to the community and returning the favor for other organizations is key to maintaining visibility and strong communal ties.

Networking Lead

The Networking Lead works to connect JET alumni from all backgrounds with career and professional networking opportunities in the local, regional and national community. They are responsible for developing connections through partnerships with local businesses and Japan related organizations and coordinating events, such as the annual career development workshop, career counseling sessions and recent returnee oriented programming.

Outreach Lead

The Outreach Lead works to actively engage every level of the alumni community of JETAA Chicago. They help support the community marketing and operations strategies with programs for a diverse alumni base, encourage and empower active/inactive alumni to get involved and serve as a connector to help build relationships that cultivate organizational growth and longevity. The Outreach Lead is also responsible for coordinating the Survival Series, the chapter's initiative for engaging and training outgoing JETs, which usually consists of three to five events.

Philanthropy Lead

The Philanthropy Lead is responsible for fundraising efforts for JETAA Chicago and creating opportunities for the chapter to give back in meaningful ways to the Japan-America community. The Philanthropy Lead may solicit donations, apply for grants, research opportunities for supporting local partners, plan fundraisers and other philanthropic events, and ensure that all appropriate follow-up is completed.

**To run for President, you must have spent at least one year on the board.*

***The Treasurer position is a two-year term.*