



JETAA Country Representative [CR] Summary of Role, Responsibilities, Selection Process, Tenure and Rotation

*** note that Chapter Representatives in most countries are the same as Chapter presidents***

Final Copy – November 2007

1 Introduction

- (a) The following serves to summarise the nature of the position of JETAA Country Representative [CR], including details of the responsibilities, selection process, tenure and rotation that relate to this role.
- (b) Implementation, amendment and/or cancellation of any of the following terms and conditions requires the 2/3 vote of approval of the JETAA International (JETAAi) Executive Committee, defined as per the JETAAi by laws. Any irreconcilable dispute[s] should be referred to the JETAAi Executive Committee, which shall, as parent body for JETAA Country Representatives, retain the right of veto in all matters.

2 Primary Roles of CR

- (a) To conduct the role of JETAA Country Representative in line with the responsibilities hereby summarised with respect to the global constituent JETAA Chapters.
- (b) To promote goodwill and cooperation within JETAA and all other JETAA Chapters.
- (c) To ensure that the views and preferences of JETAA are effectively communicated to JETAAi – both in person via attendance and active participation at Regional and International JETAA Meetings and Conferences [where such Meetings and Conferences occur during the CR's term], and via written and verbal communication in the interim.
- (d) To fully attend both Regional and International JETAA Meetings in good faith.
- (e) To actively and consistently promote the best interests of JETAA and the JET Programme.
- (f) To behave with integrity, honesty, professionalism, on behalf of JETAA-I both internally and externally to JETAA-I.

3 Primary Responsibilities of CR

- (a) To canvass JETAA Chapter Representatives prior to voting on any JETAAi issues, and report outcomes to Chapter Representatives.
- (b) To ensure that an overview of proceedings of Regional and International JETAA meetings attended is provided to Chapter Representatives within 4 weeks of the CR's return to their home country.
- (c) To keep Chapter Representatives abreast of significant country-related JETAA and/or JETAAi developments.
- (d) To collate Chapter Reports from Chapter Representatives for editing and submission to the JETAAi Secretary as the JETAA Country Report according to the JETAAi schedule[s], with a copy the final version to be supplied to each Chapter Representative.
- (e) To respond to communications from Chapter Representatives in a timely fashion [NB: in the interests of avoidance of ambiguity, CR-related communication with should be between CR and Chapter Representatives only].
- (f) To take a leadership role – where deemed appropriate by CR and all Chapter Representatives – on national JETAA projects.
- (g) To ensure that any and all JETAA guidelines issued by CLAIR, MoFA and/or JETAAi are strictly adhered to.
- (h) To ensure that all Chapter contact information is available and passed on to each Chapter Representative each year after elections.
- (i) To at all times, maintain integrity, professionalism, and to represent JETAA both officially and otherwise with the highest standards.

4 Primary Responsibilities of Chapter Representatives – With Relation to CR

- (a) To promote goodwill and cooperation within JETAA and all other JETAA Chapters.
- (b) To actively and consistently promote the best interests of JETAA and the JET Programme
- (c) To abide by any and all agreements made by consensus with JETAA and the CR.
- (d) Respond to any communications and/or requests from Country Representatives in a timely fashion/ within stated deadlines.



- (e) Ensure that the sole point of contact with CR – on CR-related matters – is the current Chapter Representative [or, where the Chapter Representative is temporarily indisposed, their designated deputy].
- (f) To ensure that CR-related communications are addressed to the CR [cc'd to the other Chapter Representative's if appropriate] in the first instance, and are not transmitted to any other non-Chapter Representative recipient[s] until the CR has had a reasonable opportunity to respond [ie: within 14 days of receipt of respective communication].
- (g) To ensure that any and all JETAA guidelines issued by CLAIR, MoFA and/or JETAAi are strictly adhered to.

5 Selection of CR

Sample timeline:

1 February	Country Representative sends out a general reminder of upcoming elections to Chapters, along with a copy of these guidelines.
15 February	A request for platforms is made.
1 April	Country Representative sends a reminder to Chapters regarding platforms being due on 15 April
15 April	Platforms due
20 April	Platforms collected and sent to Chapters
20 May	Voting opens
26 May	Voting closes
5 June	Returning officer publishes results

It is recommended that the voting process for new Country Representatives is to be completed a minimum of eight weeks prior to the annual International Meeting (this usually takes place between September and November).

Election platforms

- (a) To be eligible for consideration, a candidate for the CR position must live in the country of representation, have a good understanding of JETAA matters, be easily accessible via e-mail and telephone, and have been active within their Chapter for at least 12 months immediately prior to their candidature.
- (b) The length of term for the CR position is 12 months, commencing after the Regional Conference at which the incoming Country Rep was voted in. It is recommended that the CR seek to run for at least two years in order to allow for continuity within the role.
- (c) Should a JETAA Regional or National Conference be scheduled for either September or October of the handover year, the selection and appointment process shall be completed at least eight weeks prior to the Conference so that the incoming CR has the opportunity to represent JETAA by attending and actively participating at the respective Conference.

Rotation

- (a) Where there exists more than one Chapter in a country of representation, the CR role will rotate between Chapters accordingly in line with the CR's term.

Submitting a platform

- (a) Candidates for the position of Country Representative must submit an election platform in writing to the Country Representative. The platform should not exceed 2 pages and must be submitted according to the timeline detailed above. Any election platform received after the deadline above cannot be considered for voting.

Dissemination of platforms

- (a) The Country Representative must distribute the election platforms of all the candidates to each of the member Chapters according to the election timeline detailed above.

Voting

- (a) Voting should be done through the designated Country Representative. The current Country Representative should disseminate the email address and contact information of the designated Country Representative to the member Chapters.

Voting Chapters

- (a) Each member Chapter can vote to elect the Country Representative. Sub-Chapters vote under their parent Chapters. The vote is cast by the Executive of the member Chapters, with one vote per Chapter.



Voting format

- (a) Each Chapter's vote should follow the following format:

« The _____ Chapter of JETAA votes for _____ for the position of Country Representative. »

or

« The _____ Chapter of JETAA votes to abstain from the election of Country Representative »

Right to abstain

- (a) Each Chapter has the right to abstain from voting but with the obligation to reply. The Country Representative must make due diligence in contacting any Chapter that has not cast a vote by the closing of the polls to ensure that communication lines are working and that every vote is counted.

Voting results

- (a) In the case of a tie, the most recent past Country Representative must cast the tie-breaking vote. It is the responsibility of the Country Representative to organise the tie-breaking vote within the time allotted, before publishing results, according to the timeline set out above.
- (b) The Country Representative must publish the election results according to the timeline set out above. Only the final results, after the tie-breaking vote has been cast if necessary, are published. The results will be published according to the following format:
- « The candidate _____ has been elected to the position of JETAA Country Representative for the year ____, by a majority of the votes. »
- (c) To be declared the winner of an election for the position of JETAA Country Representative, a candidate must obtain the highest number of the votes cast during the elections.

Code of conduct

- (a) Every email should be acknowledged and confirmed as received. In particular, votes must be acknowledged as received by the Country Representative.
- (b) Votes should never become public.
- (c) A professional approach should be maintained and personal comments should be avoided.

6 Transition / Handover of CR Role

- (a) The outgoing CR is responsible for the handover of the CR role to the incoming CR
- (b) All documents [eg: country reports, conference reports, especially any JETAA International (JETAAi) bylaw changes, important emails, lists of JETAAi and country contacts] shall be supplied to the incoming CR – in either printed or electronic format – together with an overview of the status quo of JETAA and JETAAi issues.
- (c) This supply of information shall be completed prior to the incoming CR's commencement in the role.

7 Early Termination of CR Term

- (a) The CR shall relinquish and handover the CR role no later than 36 months after commencement.
- (b) The CR shall relinquish and handover the CR role where, at election time, they are no longer living physically in their country of representation. This does not apply where the CR's voting Chapters agree to re-elect the CR.
- (c) If the CR is unable to perform the role, all Chapter Representative's – and JETAAi – shall be informed immediately and simultaneously.
- (c) The CR's Chapter Representative and Committee shall then determine whether a replacement CR shall be selected and appointed – for the remainder of the current CR's term.
- (e) Any and all such developments shall be clearly and promptly communicated with the other Chapter Representative's & JETAAi.
- (f) If any of the Chapter Representative's determine that the incumbent CR is not performing the role appropriately, this matter shall be raised – in constructive terms - with the CR, the other Chapter Representative's and JETAAi [but no other recipient] simultaneously.
- (g) If no improvement occurs, a Chapter Representative may propose a vote be taken relating to the replacement of the incumbent CR.
- (h) Any such proposal shall require the approval of the majority of incumbent JETAA Chapter Representative's to be accepted and implemented.
- (i) As above, any irreconcilable dispute[s] shall be referred to the JETAAi Executive Committee, which shall be kept fully and promptly informed of all such developments from the outset.

Country Representatives Checklist

TASK	RESPONSIBLE	TARGET	FINISH
			(Complete) (In Progress)
Elections			
Announce Election & Criteria for CR	CR	As per your calendar	
Hold CR Elections	CR	As per your calendar	
Advise JETAAi Executive & your member Chapters of new CR details	CR	Date of Election	
Handover - Pass on relevant details to new CR	CR	Post Election	
Update CLAIR with cc to JETAAi Executive of each of your Chapter Rep's details - 1x per year	CR	As per your calendar	
COMMITTEES - GENERAL			
Work with Committees on action plans	Vice Chair - Small/New Chapters PR/Treasurer- Funding	Ongoing	
INTERNATIONAL MEETING			
Attend International Meeting in its entirety	CR	As per JETAAi Calendar	
Provide copy of IM 2007 Minutes to your member Chapters	CR	Upon Receipt of Minutes	
Prior to next IM, ask Chapter Reps for input on issues	CR	Prior to next IM	
REGIONAL MEETINGS			
Attend next regional meeting	CR	As per your calendar	
Assist with the agenda formulation	CR	As per your calendar	
Provide copy of Minutes to your member Chapters and upload to the website	CR	As per your calendar	
REPORTS			
Send Chapter UPDATES to CLAIR	CR - onforward to CLAIR Tokyo rep	End of the year	
Compile and send Country REPORT to JETAAi Secretary	CR - onforward to JETAAi Secretary	Bi-annually - February and August	
Circulate JETAA International Reports and Communication to Chapter Reps	CR	Ongoing	
ADELEGATES			
Keep JETAAi Secretary updated as to who should be included/removed	CR	Ongoing	Ongoing
VOTING			
Manage chapter voting on International Issues in a timely manner	CR	Within 6 weeks of advice	Ongoing
COMMITMENT TO CHAPTERS			
Welcome new Chapter Committees	CR	Following election of Committees in all chapters	
Circulate a contact list to all Chapters of the other representatives in the Country	CR	Following election of Committees in all chapters	
Recommended Items			
Country Welcome back letter			
Chapter Succession Checklist			
Support for Small Chapters			
Clarification of chapters needs of the Country Rep			
Assist Chapters with GIA			
Encourage Chapter collaboration/communication with Japanese Local Government bodies/sister city organisations			

- Chapter UPDATES goes to CLAIR for use in JET Streams and for new member publicity
- Country REPORTs are compiled into Combined Country Report for use by JETAAi & CRs