**STEERING COMMITTEE GUIDELINES**

The JETAA Mid-South steering committee is responsible for establishing the goals and direction of the chapter, including developing annual operating rhythm and ensuring that all JETAA activities support the organization’s mission and vision.

Committee members will share responsibility for ensuring the completion of the following duties:

**STEERING COMMITTEE DUTIES**

**Mission, Goals, Chapter Continuity**

* Develop, share, and facilitate goals that coincide with JETAA Mid-South's mission, vision, and bylaws
* Complete annual review of JETAA Mid-South's mission, vision, and bylaws
* Develop a working calendar for the upcoming year
* Represent JETAA Mid-South at the JETAA National Conference
* Write and share reports on the National Conference with officers and members

**Administrative & Technology**

* Participate in Steering Committee meetings
* Store, maintain, and add to institutional memory (ex: scrapbooks, minutes, etc.)
* Store and track JETAA Mid-South property (ex: happi, educational materials, etc.)
* Ensure the JETAA Mid-South brand is used correctly
* Renew the website domain name and keep it active
* Help solve or debug tech-centric issues
* Maintain a master list of all accounts and passwords with reset directions for each.

**Communication**

* Serve as POC for Consulates General of Japan, CLAIR, other JETAA Groups, and local community groups
* Write up communications (Event announcements, CLAIR or Consular news, etc) for dissemination through newsletter, website, social media, and other communication channels.
* Update website, social media, and other communication channels
* Send out Newsletters
* Create promotional flyers for public events
* Send out press releases about public events

**Membership**

* Maintain and update the membership database
* Reach out to returning and departing JETs and add them to the membership database.
* Conduct surveys of the membership as needed.

**Activity/Event Management**

* Plan/organize chapter events
* Plan/organize/participate in events supporting the JET Recruitment process (recruitment sessions, leaver Q&A, returner reception, interviews, etc).
* Facilitate joint events with other community organizations
* Facilitate joint events with other JETAA chapters
* Develop and maintain written procedural documents for all events

**Treasury**

* Complete Grant in Aid (GIA) request for funds from CLAIR
* Complete necessary forms to document GIA use, (i.e.: expense reports, activity reports
* Lead the application for funds from MOFA when applicable.
* Handle all financial transactions, including expense documentation and reimbursement
* Provide a financial statement at each business meeting, including expenses, revenue, etc.
* Maintain bank account, including ordering checks, updating contact information, etc.
* Keep JETAA Mid-South’s tax id number paperwork
* Stay current on IRS issues that affect JETAA Mid-South’s tax-exempt status

**TIME REQUIREMENTS**

* A Steering Committee member can expect to spend approximately 1 - 10 hours per month on JETAA Mid-South business, including planning meetings, communication duties, and event attendance.

**TERM OF COMMITTEE SERVICE**

* The term of office is one year, coinciding with the chapter's fiscal year, April 1, 2015 to March 31, 2016. Upon being elected, a Steering Committee member will be expected to fully participate and learn alongside the current Steering Committee members until formally assuming the Committee role on April 1.