

# Hokkaidō Association for Japan Exchange and Teaching (HAJET)

## Operational Document

*(Revised August, 2019)*

### Contents:

- I. {NAME & MISSION STATEMENT}
- II. EXPANDED PURPOSE
- III. {STRUCTURE}
- IV. {PREFECTURAL COUNCIL DUTIES AND RESPONSIBILITIES}
- V. PROCEDURES AND RECOMMENDATIONS FOR PC AND GENERAL MEETINGS
- VI. {NOMINATION & ELECTION PROCEDURES}
- VII. {MATTERS CONCERNING HAJET'S OPERATIONS BUDGET}

### I. {NAME & MISSION STATEMENT}

A. **{The organization's official name is Hokkaidō Association for Japan Exchange and Teaching (HAJET)<sup>1</sup>}**

B. **{Mission Statement:**

*HAJET's mission is to support its membership in all the areas of foreign language education, internationalization, and cultural exchange. By promoting both a professional and social network, HAJET endeavors to create a positive, diverse, and dynamic membership dedicated to the exchange of ideas and the promotion of its values. Such values are essential to creating and maintaining a link between HAJET members and the local community. Through the sponsorship, funding, and support of educational, cultural, and international events, HAJET seeks to deepen the importance of a globalized community within Hokkaidō.*

C. **{HAJET's Core Values:}**

*{Fostering a favorable attitude toward foreign relations.*

*Working together to leave a positive impact on our communities.*

*Continually striving to find new ways to achieve success.*}

### II. EXPANDED PURPOSE

A. **{Help facilitate adjustment to life in Japan in the following, but not limited, ways:}**

1. Provide a social and emotional support network for its members
2. Volunteer at conferences held by the Hokkaido Board of Education (Hokkaidō BOE) and the Hokkaidō Prefectural Government by providing conference speakers. Historically these have been two conferences annually:
3. Sapporo Orientation (The Orientation for new Japan Exchange and Teaching (JET) Programme)<sup>2</sup>
4. ALT Skills Development Conference (The Hokkaidō Regional JET Programme Mid-Year Conference)<sup>3</sup>
5. Publish the "Hokkaidō Newcomers' Guide" (HNG) once annually to be

<sup>1</sup> Jetto puroguramu sankasha no kai JET JETプログラム参加者の会, Hokkaidō shibu 北海道支部

<sup>2</sup> Regional Representatives have traditionally presented region-specific orientations for new-comers on a voluntary basis.

<sup>3</sup> HAJET has enjoyed a strong relationship with the Hokkaidō Prefectural Government, which has been integral to our success.

- distributed at the orientation for new JET Programme participants
- 6. Publish the HAJET newsletter, “Polestar”, and distribute it to members in electronic form
- 7. Organize five regional welcome parties for new arrivals in late summer/early fall (to coincide with new JET arrivals).

**B. {Encourage members to continue to enhance their professional practice in the following, but not limited, ways:}**

- 1. Provide professional support to its members by participating at Hokkaidō BOE sponsored conferences
- 2. Organize three HAJET General Membership Meetings annually, which have traditionally been early November, late February/ early March, and June/July

**C. {Act as a cultural bridge between foreign nationals living in Japan and their communities at large for the following, but not limited to, purposes:}**

- 1. The promotion of internationalization and intercultural exchange in local schools and within our communities
- 2. Supporting independent projects designed by members that further cultural and language exchange

**D. {Actively represent HAJET nationally by cooperating with the National Association for Japan Exchange and Teaching (AJET)}**

**E. {Act as an intermediary, when appropriate, between members and their respective local and national administrative bodies}**

**III. FUNCTION OF THE OPERATIONAL DOCUMENT**

- A. Should a discrepancy arise between the Operational Document and the HAJET Constitution, the Constitution will take precedence
- B. The Operational Document is to be descriptive in nature and reflect the current reality of HAJET as an organization
- C. The Operational Document is to be edited by members of the Prefectural Council annually
  - 1. Edits should be informally approved by other members of the Prefectural Council
  - 2. Edits should be released to HAJET members for comments prior to Winter Meeting
  - 3. If the general membership has any comments regarding the edits, they are to be discussed at winter meeting
  - 4. Edits go into effect after Winter Meeting

**IV. {STRUCTURE}**

**A. {General Membership}**

- 1. {1-year membership}
  - a) There are no refunds under any circumstances
  - b) For renewal purposes a 1-yr Membership starts on the 1<sup>st</sup> of the following month, though member benefits take effect immediately
  - c) Upgrading from a 1-year membership to a Lifetime membership is possible, but costs more than buying two (2) 1-year memberships. This is meant to be an incentive for members to become Lifetime members initially.

2. {Lifetime Membership}
  - a) There are no refunds under any circumstances
3. Spouses and dependents over the age of 18 must purchase individual memberships. Dependents under the age of 18 may not become members.
4. {Honorary Member}
  - a) Honorary Membership may be awarded as either a 1-year or Lifetime Membership
  - b) Honorary 1-year memberships may be granted by a vote conducted by the PC not including the PC members-at-large
  - c) Honorary Lifetime Memberships may be granted by a vote by the General Membership

V. **{PREFECTURAL COUNCIL DUTIES AND RESPONSIBILITIES}**

A. **General Responsibilities**

1. Volunteer for and apply to be guest speakers at Sapporo Orientation for new-coming ALTs
2. It is the duty of each member of the three PC branches to vote in each and every PC decision.
3. Conduct PC meetings, in person, a minimum of three times a year to discuss HAJET matters and administer HAJET more effectively
4. Collect membership dues in order to fund HAJET operating fees and program expenses

B. **{Executive Committee}**

1. {President}
  - a) Contribute an article to each “Polestar” edition addressing the HAJET community, and a welcome letter to the new JETs in the HNG
2. {Vice President}
  - a) Compile and distribute electronically the “HAJET Annual Report” to all HAJET members currently residing in Hokkaidō
3. {Treasurer}
  - a) Collect membership dues
  - b) Submit four financial reports reflecting any current financial activities via “Polestar”.
  - c) Submit any required membership information and dues to AJET
4. {Secretary}
  - a) Organize an up-to-date HAJET Member Directory (traditionally after all five regional welcome parties have been held, but as a rule: once annually)
  - b) Organize an up-to-date directory of members’ respective BOEs and Contracting Organizations (COs)
  - c) Organize, prepare, and distribute any necessary mailings (i.e. to BOEs, COs, etc.)
  - d) Record the minutes of all meetings and PC proceedings. If necessary, the minutes from General Membership meetings should be translated into

Japanese and distributed to those any host institutions that provide funding for their ALTs/CIRs to attend the general membership meeting.

**C. {Regional Representatives}**

1. Submit articles frequently to “Polestar”, reporting on regional events and activities
2. Organize local meetings, workshops, and seminars and integrate new-coming JETs into Hokkaidō life
3. Coordinate at least one regional welcome party for new arrivals in late summer/early fall

**D. {Operations Positions}**

1. {“Polestar” Editor-in-Chief}
  - a) Compile material for and distribute editions of “Polestar” electronically to HAJET members on a quarterly, bimonthly, or monthly basis and make available to both members and non-members online at hajet.org
  - b) Monitor vendors whose paid ads appear in “Polestar” and assist in soliciting new vendors
  - c) Appoint a designer whose role is to help with compiling and producing “Polestar”
  - d) Serve as an outlet to publish the results of HAJET votes, particularly pertaining to amendments to the constitution.
2. {Social Coordinator}
  - a) Actively submit information about local public and private social and cultural events to “Polestar” (i.e., events being organized as well as recaps on HAJET sponsored events)
  - b) Coordinate and organize at least one yearly HAJET fundraiser (i.e., the Sapporo Snow Festival tour)
3. {Publications Coordinator}
  - a) Maintain an inventory of HAJET publications to be sold at events that HAJET is participating in (primarily Tokyo Orientation and Sapporo Orientation)
  - b) Act as Editor-in-Chief of the “Hokkaido Newcomers’ Guide” (HNG) by:
    - (1) Compiling new submissions and editing/revising past submissions
    - (2) Formatting the HNG layout
    - (3) Printing an appropriate amount of HNGs for newly arrived JET Programme participants to be distributed at Sapporo Orientation<sup>4</sup>

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<sup>4</sup> When possible, a small number of HNGs should be saved for newly arrived Independent ALTs that become HAJET members. Anyone other than newly arrived JET Programme participants and new Independent ALT HAJET members who would like a current copy of the HNG may order one and pay an appropriate amount of money as determined by the Publications Coordinator.

## E. PC Members-at-large

### 1. 1<sup>st</sup>-year Representative

#### a) Responsibilities:

- (1) Act as a bridge between HAJET and new coming JETs
- (2) Contribute an article to each edition of the “Polestar”
- (3) Occupy a learning position in the PC. The 1<sup>st</sup>-year Representative ideally learns how the PC operates and then runs for a permanent PC position

#### b) Nomination and Election Procedures

- (1) [Nominations and elections procedures detailed by the Constitution].

### 2. Hokkaidō English Challenge (HEC) Coordinator

#### a) Responsibilities

- (1) Oversee and coordinate the successful execution of the Hokkaidō English Challenge (HEC)
- (2) Appoint members to an HEC Committee as appropriate (i.e., treasurer, publicity coordinator, and camp supervisor)
- (3) Publicize and promote the HEC in a timely manner amongst junior high schools, senior high schools, and BOEs via e-mail, posters, and other appropriate means
- (4) Draft a budget and submit it to the PC for discussion and approval
- (5) Establish a timeline and clear procedures for the competition selection process
- (6) Manage HEC applicants and maintain communications between the HEC Committee and applicants/participants
- (7) Maintain ongoing financial records (perhaps via an HEC Committee Treasurer) of all transactions related to HEC. The Coordinator must also present a final report reflecting the successes and shortcomings of the program as well as a detailed financial report upon conclusion of the HEC competition in May.
- (8) Conduct fundraising events in order to maintain a healthy financial standing and ensure a successful future for HEC
- (9) Submit quarterly reports and update the PC regularly on HEC affairs

#### b) Nomination and Election Procedures

- (1) Is appointed May 1<sup>st</sup> by the PC and then shadows the previous HEC Coordinator through camp
- (2) Elected by the new PC

### 3. Hokkaidō English Challenge (HEC) Camp Coordinator

#### a) Responsibilities

- (1) Organize and execute the annual English Summer Camp for HEC participants

- (2) Create all necessary camp documents (i.e. the camp information package, volunteer application, Board of Education request package, Government follow-up package)
- (3) Manage camp volunteers onsite at HEC Camp
- (4) Maintain regular correspondence with the PC in relation to camp

**b) Nomination and Election Procedures**

- (1) Elected by the new PC
- (2) Typically assumes between May and June

**4. Bookseller**

**a) Responsibilities**

- (1) Maintain a functioning bookstore for fundraising for the benefit of HAJET
- (2) Compile an electronic list of books available via the HAJET website from which customers may reserve books they wish to purchase
- (3) Reserved books are to be held until pick-up at the earliest convenient time for the Bookseller and customer
- (4) Manage the acquisition of new inventory
- (5) Manage the clearance of goods that are damaged or of seemingly little interest
- (6) Arrange for the transfer of the bookstore holdings with the future successor, along with any other Bookseller materials or financial records
- (7) Prices are to be determined immediately after the new PC takes office, and should be approved by the PC council
- (8) Promote and advertise the bookstore by maintaining an active involvement at HAJET sponsored events
- (9) Contribute content to the “Polestar” on bookstore-related interests (i.e., review of books from bookstore holdings, current book events, etc.)
- (10) DVDs can be donated and resold through the bookstore as well

**b) Nomination and Election Procedures**

- (1) To be elected by the PC as soon as possible after they take office
- (2) Typically assumes office between May and June

**5. Elections Coordinator**

**a) Responsibilities**

- (1) May be self-nominated or nominated by any HAJET member
- (2) Appointed by the PC by vote for an approximate 12-month term
- (3) Advertise election schedules, election guidelines, and candidates profiles to the HAJET membership via “Polestar”, hajet.org, or other acceptable means
- (4) Officiate voter quorum, validates votes, and inform the President

of the election results, who in turn makes the official announcement

- (5) Collaborate with the Website Administrator to carry out online voting polls

**b) Nomination and Election Procedures**

- (1) Should be elected by the newly elected PC by May 1st

**6. Project Outreach Coordinator**

**a) Responsibilities**

- (1) Act as a liaison between charities and NPOs carrying out work in less economically developed parts of Asia
- (2) Disseminate information on respective charities/NPOs to HAJET members via contributions to the “Polestar” (4 submissions annually)
- (3) Raise funds via contests, social events, etc., for said projects and reports the outcome of the respective fundraiser to both the PC and to the HAJET Membership via “Polestar”

**b) Nomination and Election Procedures**

- (1) To be elected by the PC as soon as possible after they take office
- (2) Typically assumes office between May and June

**7. Social Media Coordinator**

**a) Responsibilities**

- (1) Disseminate HAJET current and past events, project updates, and HAJET-funded community cultural events through HAJET’s official social media accounts (i.e. Facebook, Instagram, Twitter, etc.)
- (2) Be responsible for the maintenance of all HAJET official social media accounts.
- (3) Collaborate with the translator, when necessary, for putting out Japanese-language updates or announcements

**b) Nomination and Election Procedures**

- (1) To be elected by the PC as soon as possible after they take office

**8. Website Administrator**

**a) Responsibilities**

- (1) Oversee and coordinate the HAJET homepage and web forum
- (2) Solicit contributions for the website from the PC and HAJET members, when appropriate
- (3) Report to the PC generally regarding website matters when requested
- (4) Maintain current information about HAJET activities
- (5) Serve as an outlet to publish the results of HAJET votes, particularly pertaining to amendments to the constitution.

**b) Nomination and Election Procedures**

- (1) Elected by the new PC shortly after they assume office in the

spring

(2) Typically assumes office between May and June

9. “Polestar” Designer

a) Responsibilities

- (1) Appointed by the Editor, if they deem the position necessary
- (2) Responsible for timely layout and publication of the “Polestar” in assistance to the acting “Polestar” Editor; the position may remain vacant if it is considered unnecessary by the Editor

b) Nomination and Election Procedures

- (1) Appointed by the Polestar Editor-in-Chief, as they see fit

10. Translator

(1) Responsibilities

- (a) Provide translations of the “BOE Welcome Letters” sent from the President just after the new PC is elected
- (b) Translate documents related to HAJET activities or events, upon request from PC members
- (c) Provide translation support for the HAJET website
- (d) Provide Japanese support as needed for HAJET activities, such as email translation and phone calls

(2) Nomination and Election Procedures

- (a) Nominations and elections procedures detailed by the Constitution

**VI. PROCEDURES AND RECOMMENDATIONS FOR PC AND GENERAL MEETINGS**

- A. PC meetings may be held simultaneously with General Membership Meetings or other such events.

**VII. {NOMINATION & ELECTION PROCEDURES}**

- A. **{Executive Committee (President, Vice President, Treasurer, and Secretary), Regional Representatives (Northern Region Representative, Central Region Representative, South Western Region Representative, Eastern Region Representative, and the Sapporo Board of Education Representative), and Operations Committee (“Polestar” Editor-in-Chief, Social Coordinator, and Publications Coordinator)}**

- 1. Nominations open December 1<sup>st</sup> and close on December 31<sup>st</sup>. If nominated, nominees must accept or reject their nominations by December 31<sup>st</sup>.

**VIII. {MATTERS CONCERNING HAJET’S OPERATIONS BUDGET}**

- A. **The approved budget must be published in the earliest possible edition of “Polestar”**
- B. **The proposed budget shall be set by the Treasurer. Input from both PC Members and PC Members-at-large should be taken into account when appropriate.**
- C. **The Treasurer should take into account, but not be limited by the following, when drafting the budget:**
  - 1. “Polestar” operating fees
  - 2. “Hokkaidō Newcomers’ Guide” (HNG) operating fees
  - 3. Projects inherited from the previous PC
  - 4. Potential new community-level projects proposed by HAJET members



5. Miscellaneous fees PC Members and PC Members-at-large may accrue such as but not limited to:
  - a) Official travel aside from HAJET general meetings
  - b) General membership meeting expenses
  - c) Regional meeting expenses
6. All expenses not included in the approved budget must have prior approval of the PC before they are allocated
7. Priority for HAJET claims shall be on a first in, first out basis
8. All claims must be made within 30 days of the expenditure