

Chapter 3 – SWYCAA Executive Roles (Taken from the SWYCAA Constitution)

- (1) The **President / Key Person** is responsible to –
 - Preside at meetings of the SWYCAA Executive and AGM / GM's;
 - In the absence of the Communications Director, the Key Person must update the Executive Minutes and notify alumni of decisions within 14 days;
 - Supervise the affairs, administration and Executive of the SWYCAA;
 - Send notice of the date and place of the next AGM / GM of the SWYCAA to all members of the SWYCAA; via the official alumni mailing list or by mail to any individual member who requests notification by mail;
 - Act as an official e-mail receiver for correspondence sent by the Japanese government and the IYEO;
 - In the event of any vacant executive positions, delegate the positions responsibilities to other alumni;
 - Act as the primary representative of the SWYCAA when dealing with any official business;
 - Submit a yearly report in March to IYEO and post this report on the group files for all alumni to access;
 - Delegate a second signing authority and a member other than the Treasurer to audit the finances at the end of their 2-year term. **ALL** withdrawals and cheques are to be documented and accounted for;
- (2) The **VP / Assistant Key Person** is responsible to –
 - Assist the Key Person in all of their duties as is required throughout their term as well as any other responsibilities assigned to them by the executive;
 - Oversee / Delegate / Act as a sponsorship Liaison for each new delegation. The Asst Key Person will document and update sponsorship info for each batch for future reference and post on the groups list;
 - Carry out duties assigned to the Key Person in the event that they are unable to fulfil them;
 - Must not be from the same batch as the Key Person;
 - Oversee the returning officer for any electronic votes that the SWYCAA hold for during their term and document and save all applications and information on the groups list for future reference;
 - Oversee / Delegate responsibility for advising the new National Leader to 2 people: preference given to the previous N.L. and a 2nd person with experience organizing Pre-Departure Gathering;
- (3) The **Treasurer** and is responsible to –
 - Ensure the prudent financial administration of the SWYCAA;
 - Ensure that disbursements follow the regulations set out by this Constitution and Charter of Expenses;
 - Act as a co-signing authority on any cheques written on behalf of the SWYCAA;
 - Within 1 month of the return of each program, save an Income Statement for the period on the group list;
 - Maintain an accurate list of all expenses, revenue and their source documents (receipts, etc) for 7 years;
- (4) **Communications Director** shall -
 - Maintain the record of Executive Minutes on the listserv within 14 days of each meeting or decision. All members shall also be notified directly through the mailing list of all decisions and disbursements within 14 days of each meeting. The Executive Minutes shall be a review of each meetings date, medium (e-mail, phone, etc) Officers present, summary of ideas and vote cast by each Table Officer;
 - The Communications Director will form a selection committee in the event that Canada is invited to participate in a post-program activity and decide in advance the maximum number for the committee;
 - Develop / Delegate a strategy to disseminate info about the Ship when a call for participants is made and keep a record for each Batch.;
 - Ensure that the IYEO as well as any other international alumni association who requests it has an up-to-date contact list of members of the SWYCAA. By April 14 of each year, they will work with Batch Rep's to ensure that the contact list of alumni members is accurate to the best of their abilities;
 - Oversee and plan any newsletters or bulletins as required by the alumni and executive;
- (5) The **Batch Liaison** is responsible for –
 - Helping the executive review the application process and implement necessary changes for the following year;
 - Review the application form and telephone interview questions and propose changes;
 - Coordinate with the website designer to ensure all desired information is created or sent;
 - Help organize Information Sessions and encourage new batch members to participate;
 - Help with the promotion of the program;
 - Organize application pickups from SWAP offices, if possible;
- (6) The **Webmaster** responsible to-
 - Establish and maintain the official SWYCAA internet site;
 - Maintain a comprehensive list of links to all other alumni associations' websites, and create sites for each batch in co-operation with the batch representatives;