

MEMORANDUM OF AGREEMENT BETWEEN JETAASE AND LORENA JORDAN

1. Background.

The JET Program Alumni Association of the Southeast (JETAASE) is a volunteer organization run by alumni of the JET Program. JETAASE is a chapter of the JETAA USA, a national organization made up of 19 chapters across the U.S. The Southeast chapter, or U.S. 4, represents alumni in Alabama, Georgia, North Carolina and South Carolina. Founded in the early 1990s, the organization has functioned as a non-profit organization receiving funding from the Japanese Ministry of Foreign Affairs and the Council on Local Authorities of International Relations (CLAIR). The organization is charged with: 1) Supporting alumni as they return to life in the southeaster U.S.; 2) Supporting the efforts of the local Consulate General of Japan by promoting the JET Program, assisting in the annual Q&A Session for newly selected participants, and participating in JapanFest and other events hosted by the Consulate General of Japan; and, 3) Contributing to cross-cultural understanding by planning activities relating to Japanese language and culture for the enjoyment of the general population.

2. Purpose.

The purpose of this MOA is to name LORENA JORDAN, JET Alumna, as South Carolina Sub-Chapter Representative and Officer, and to outline the responsibilities of this role.

3. Duties and Responsibilities

Duties of the SC Representative include, but is not limited to, the following:

- * Serve as the main point-of-contact for the South Carolina sub-chapter
- * Plan and implement activities in a specific geographic area of South Carolina;
- * Communicate with JETAASE members in South Carolina and with the JETAASE Executive Committee
- * Participate in leadership activities with the JETAASE Executive Committee
- * Request reimbursement for approved expenditures in a timely manner
- * Submit information for required activity reports as needed
- * Submit monthly reports on events and happenings to JETAASE Secretary for inclusion in chapter records and newsletters

4. Length of Time.

By signing this MOA both parties agree LORENA JORDAN will perform these duties for the time period from October 21, 2013 until November 1, 2014. JETAASE asks that there be a commitment to participate for this minimum time period.

5. Privacy Notice.

As the Sub-Chapter Representative, LORENA JORDAN will manage part of the JETAASE membership database and have access to personal information such as e-mail addresses, phone number and addresses of members. This information should be treated as private information and should not be used or distributed for any purpose other than that of JETAASE.

By signing this MOA, both parties agree to a mutually supportive and encouraging working relationship to further the mission of JETAASE.

Signed:

JETAASE Representative

South Carolina Sub-Chapter Representative

Print Name

Print Name

Sign

Sign

Date

Date