

## AUSTRALIA-JAPAN YOUTH SOCIETY OF WESTERN AUSTRALIA

**POSITION DESCRIPTION: President**

**REPORTS TO: AJYS Coordinator**

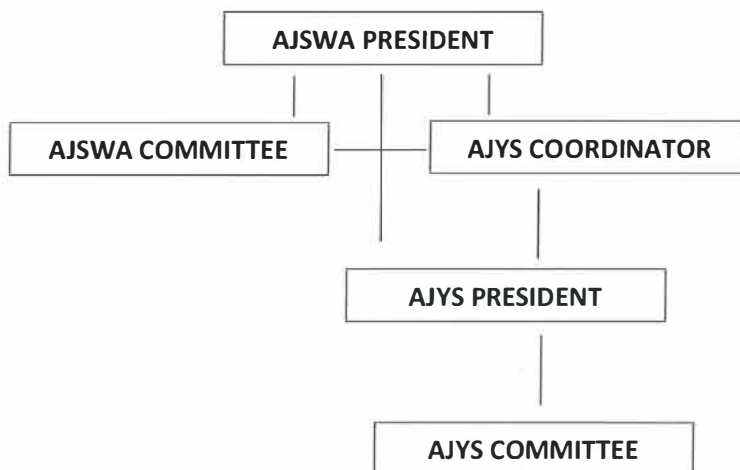
### **ABOUT THE WORK AREA:**

The Australia-Japan Youth Society (AJYS) is a chapter of the Australia-Japan Society of WA Inc. focused on supporting Australian and Japanese Youth in their endeavours to be the next generation of leaders, promoting the Australia-Japan relationship.

The AJYS liaises with industry, academia, government and young professional community to provide education, professional, cultural and social opportunities for aspiring and motivates individuals in both Australia and Japan.

The AJYS coordinates and manages events and activities, in collaboration with industry, academia, government and youth to achieve to promote and enhance Australia-Japan relations in Western Australia.

### **ORGANISATIONAL CHART**



### **ROLE STATEMENT**

The President will be required to manage the AJYS Committee, chair regular committee meetings, organise and facilitate events run by the AJYS, reporting directly to the AJYS Coordinator.

Responsibilities will include but are not limited to, managing AJYS operations, managing AJYS committee, representing AJYS at the monthly AJS Committee Meetings or reporting to the AJYS Coordinator prior to the meetings and other duties.

The position will contribute to the operation of the Australia-Japan Society of Western Australia and will play a significant role in the development and promotion of stronger relationships between Australia and Japan.

#### **KEY RESPONSIBILITIES**

Management of AJYS committee

Administration of event planning, preparation and implementation

Chairing fortnightly AJYS committee meetings

Representing the AJYS at AJS committee meetings

Reporting event proposals to AJS committee

Engaging with key stakeholders in the Australia-Japan space

#### **SELECTION CRITERIA**

Demonstrated interest in Australia-Japan relations

Demonstrated experience in event management

Effective written and verbal communication skills

Well-developed organisational skills

Ability to work effectively as part of a team and also as an individual with minimal supervision

Demonstrated willingness to be flexible and adaptable

Strong leadership skills and experience

Proficient in Japanese language, preferred but not essential.