**President**

*Duties*:

The JACL President is responsible for supervising the affairs of the JACL according to the policies and programs approved by the National Board and the National council, preside at all National Board meetings, represent the JACL where necessary and make appointments including committee chairs.

*Qualifications*:

* Knowledge about the structure of the JACL including the role of the officers and members of the National Board and National Staff.
* Knowledgeable about the history of the JACL and issues affecting the Japanese American community and Asian Pacific Americans.
* Ability to promote and articulate the programs and issues of JACL in public situations.
* Experience working with people in an organizational environment.
* Experience in leadership positions such as the boards of other organizations.
* Experience at the chapter, district or national level of the JACL.

**Vice President for General Operations**

*Duties*:

The JACL Vice President for General Operations is responsible for monitoring the internal affairs of the JACL including personnel, the management and operations of the headquarters and regional office and the National Convention.

*Qualifications*:

* Knowledgeable about the internal structure of the JACL.
* Knowledgeable of personnel policy.
* Experience in meeting and convention planning.
* Experience in leadership positions such as serving on the board of other organizations.
* Experience at the chapter, district or national level of the JACL.

**Vice President for Public Affairs**

*Duties*:

The Vice President for Public Affairs is responsible for monitoring the external affairs of the JACL including issues related to legislation, civil right, public issues, and public relations.

*Qualifications*:

* Knowledgeable about civil rights issues, especially related to Asian Pacific Americans.
* Ability to articulate JACL positions on public issues in both written and verbal forms.
* General understanding of the government and the legislative process.
* Knowledgeable in the history of past JACL issues.
* Working knowledge of public relations.
* Experience in leadership positions such as the boards of other organizations.
* Experience at the chapter, district or national level of the JACL.

**Vice President for Planning and Development**

*Duties*:

The Vice President for Planning and Development shall be responsible for monitoring matters and committees relating to research, studies, grants, scholarships, historical preservation, and formulation of long-range goals, fund development and policies.

*Qualifications*:

* Experience and knowledgeable in fundraising and grant-making (the distribution of funds).
* Knowledgeable about strategies and methods of fundraising including corporate, foundations, special events and deferred giving.
* Familiarity with JACL scholarship program.
* Working knowledge of organizational planning.
* Experience in leadership positions such as the boards of other organizations.
* Experience at the chapter, district or national level of the JACL.

**Vice President for One Thousand Club, Membership and Services**

*Duties*:

The VicePresident for One Thousand Club, Membership and Services shall be responsible for monitoring membership development and membership services including the promotion of membership recruitment and retention in all membership categories.

*Qualifications*:

* Ability and willingness to communicate with chapters and assist their membership efforts.
* Working knowledge of strategies and methods of membership recruitment and retention for all JACL membership categories.
* Working knowledge of membership benefit/service programs for nonprofit organizations.
* Experience in leadership positions such as the boards of other organizations.
* Experience at the chapter, district or national level of the JACL.

**Secretary/Treasurer**

*Duties*:

The JACL Secretary /Treasurer oversee the monies and other assets of the organization which includes an annual audit and biennial report to the membership.

*Qualifications*:

* Working knowledge of fiscal matters including accounting and analysis of financial statements.
* Experience in preparing and presenting budgets.
* Experience in leadership positions such as the boards of other organizations.
* Experience at the chapter, district or national level of the JACL.

**National Youth/Student Council Chairperson**

*Duties*:

The National Youth/Student Council Chairperson oversees the meetings of the National Youth/Student Council. Establish and promote the Youth/Student programs at the National level. Direct the District Youth/Student Representatives to establish and promote Youth/Student programs at the District level.

*Qualifications*:

* Working knowledge about the history of the JACL and issues affecting the Japanese American community and Asian Pacific Americans.
* Working knowledge of the views and needs of the Youth/Student
* Ability to promote and articulate Youth/Student programs and issues of JACL to students and student organizations.
* Experience in leadership positions such as the boards of other organizations.
* Experience at the chapter, district or national level of the JACL.

**National Youth/Student Council Representative**

*Duties*:

The National Youth/Student Council Representative shall carry out the duties prescribed by the National Council, National Board, and the National Youth/Student Council. The NY/SC Representative shall represent the views, interests, and needs of youth and students of all ages. Work with the District Youth/Student Representatives to establish and promote Youth/Student programs in their respective Districts.

*Qualifications*:

* Working knowledge of the organizational structure of JACL.
* Working knowledge of the views and needs of the Youth/Student
* Ability to promote Youth/Student programs and issues of JACL to District Councils and Chapters of JACL.
* Experience in leadership positions such as the boards of other organizations.
* Experience at the chapter, district or national level of the JACL.