



Tokyo Tech International Students Association (TISA)
東京工業大学留学生会

ORGANIZATIONAL OVERVIEW

Document History

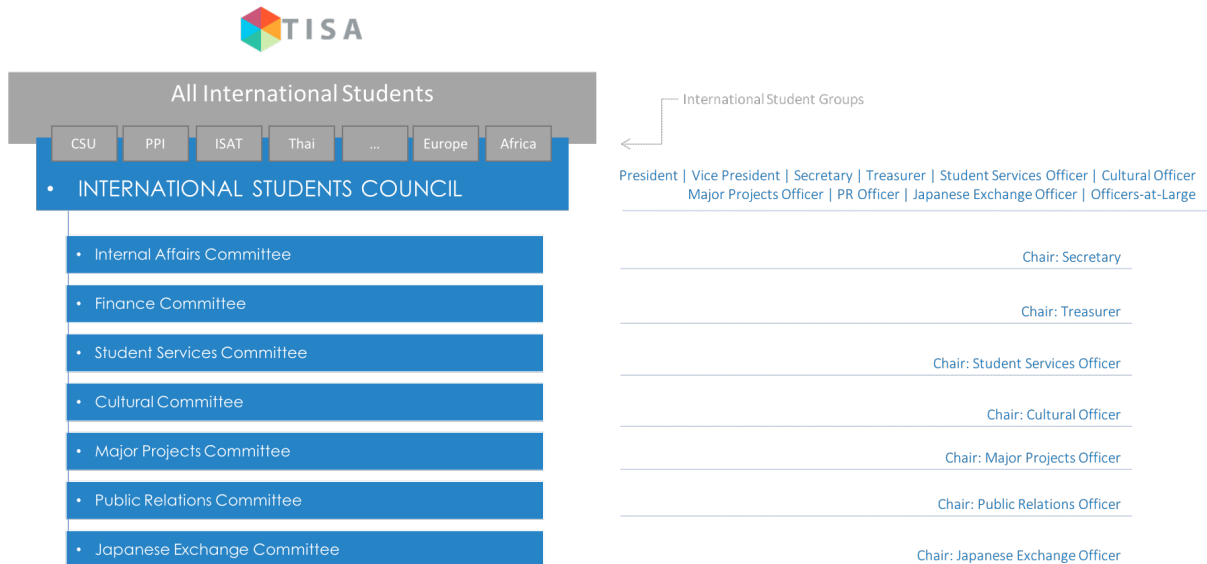
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Organization Structure

Org Chart



International Student Group (ISG)

- A group of international students from a specific country or region
- Supports and represents the students from their group
- Each group may chose at least one of their members to sit on the International Student Council.
 - Selection procedure is detailed in the following section

Examples:

- Chinese Student Union (CSU)
- Thai Tokodai
- African Students Association

International Students Council

- Oversees all activities in TISA
- Consists of representatives from each ISG
- Council members shall elect President, VP, Secretary, and Treasurer among themselves
- The President shall appoint suitably qualified Council members to the remaining named-officer positions, such as Cultural Officer.
- Each Council members may hold only one (1) officer position
- The remaining Council members shall be Officers-at-Large
- The Council shall meet once per month

Selection of Council Members from ISGs

- No group is mandated to send representatives to the Council
- Each group is allocated One (1) seat on the Council per 50 members or part thereof
- No group may have more than four (4) representatives on the Council
- Representatives must current or past officers of the ISG they represent

Standing Committees

- Executes its role in accordance to TISA's mission and the Council's vision
- Consists of:
 - Chairman (a Council member)
 - Vice Chairman
 - Secretary
 - Members
- Each standing committee shall meet at least once per month
- Each committee shall submit a report to every Council Meeting
- Both International and non-international students may volunteers as committee members

Roles and Responsibilities of the Council Members

President

The following are the duties of the President:

1. Preside over the International Student and its meetings
2. Provide general supervision over all business and affairs of the association
3. Directs and motivates the Council towards achieving the mission, strategies and goals of the association
4. Ensure that the organization and its officers operate efficiently, effectively, and accountably.

Vice-President

The following are the duties of the Vice President:

1. Assists the President in discharging his/her duties
2. Assumes the role of President in the event that the President is unable to function
3. Any other duties and responsibilities as assigned by the President

Secretary

The following are the duties of the Secretary:

1. Ensure meetings are effectively organized and recorded
2. Manage the communication correspondence between the Council and other entities, internal and external
3. Maintaining effective of records and effective administration of TISA assets
4. Manage the organization's membership and staff database

Treasurer

The following are the duties of the Treasurer:

1. Manage the organization's bank account(s) and funds
2. Ensure appropriate financial systems and controls are in place and keep accurate records of the organization's assets
3. Ensure that all budgets and income/expense reports are prepared and presented in a timely manner
4. Ensure the organization is kept in good financial standings

Committee Chairman

The following are the duties of the Chair of each Standing Committee:

1. Oversee all operations of their committee and reports back to the Council
2. Ensure that their committee is effectively executing the strategy of the Council
3. Recruit and motivate the members of their committee

Officer-at-Large

The following are the duties of each Officer-at-Large

1. Support the other council members in executing their missions
2. Assist in recruiting

Terms of Reference for Standing Committees

Internal Affairs Committee

Chairman: Secretary

Role:

1. Supporting the administrative operations of the organization
2. Maintaining effective human resource management activities

Activities include, but are not limited to:

- Annual General Meeting, Staff Meetings (not Council Meetings)
- Leadership and management training
- Website infrastructure

Finance Committee

Chairman: Treasurer

Role:

1. Overseeing the income and expenses of all groups in TISA
2. Ensuring that the organization remains financially viable

Activities include, but are not limited to:

- Proposing and executing the annual financial strategy
- Publishing routine financial reports

Student Services Committee

Chairman: Student Services Officer

Role:

1. Establishing and managing student welfare and support services for all international students
2. Facilitating joint welfare and support activities among international student groups

Activities include, but are not limited to:

- Tokyo Tech International Student Forum
- Orientation for International Students
- TISA Koudaisai Project

Cultural Committee

Chairman: Cultural Officer

Role:

1. Promoting international culture in Tokyo Tech and beyond

2. Organizing and supporting activities that allow international students to express their cultures.

Activities include, but are not limited to:

- Let's Go Global: Natives
- Secret Santa
- International Presentations in Japanese Elementary Schools etc.

Major Projects Committee

Chairman: Major Projects Officer

Role:

1. Managing major projects that involve significant human or financial resources.
2. Executing special projects as required by the council.

Activities include, but are not limited to:

- Welcome Party
- International Sports Festival

Public Relations (PR) Committee

Chairman: Public Relations Officer

Role:

1. Managing the organization's communication channels that are used for general information dissemination
2. Ensuring that the organization maintains a strong and positive external image

Activities include, but are not limited to:

- Support poster design for all TISA activities
- Posting to social media platforms

Japanese Exchange Committee

Chairman: Japanese Exchange Officer

Role:

1. Provide and support opportunities for international student to engage in Japanese culture
2. Provide and support opportunities for Japanese students to build stronger relationships with international students

Activities include, but are not limited to:

- Let's Play Volleyball (joint with volleyball circle)
- Let's Shoot Photo (joint with the photography club)