

Role Responsibilities

Takehashi Africa 2018 - 2019 | Draft 2 (16 Dec 2018)

1. Top-level Executive Management

1.1. President

- 1.1.1. Chief champion and vision leader of KA globally: Craft, represent and promote the vision of KA inside and outside the organisation at events and through other communication platforms.
- 1.1.2. High-level strategy management: Craft and manage the strategy of KA as a whole.
- 1.1.3. Appointment/removal of members in the executive management as per the constitution.
- 1.1.4. Approval of top-level budgets (alongside CFO).
- 1.1.5. High-level stakeholder management: Build and maintain relations with key partners and corporate/associate members.

1.2. Deputy President

- 1.2.1. Head of matching and incubation: Coordinate activities related to facilitating/catalysing the building of business, social impact or academic partnerships between members. This role includes supporting the matching of the needs and resources of members and the development of new ventures (business or non-profit).
- 1.2.2. Management of special KA projects or initiatives.
- 1.2.3. Management of legal matters related to KA.
- 1.2.4. High-level stakeholder management (substituting the President): Build and maintain relations with key partners and key corporate/associate members.

1.3. Chief Financial Officer (CFO)

- 1.3.1. Draw-up KA top-level budget and obtain approval of the President.
- 1.3.2. Approve all departmental and chapter/country/regional budgets.
- 1.3.3. Accounting: Maintain a record of all revenue and expenditures and submit financial reports to the Executive Management.
- 1.3.4. Design the structure of sponsorships and membership fees.
- 1.3.5. Monitor the collection of membership fees alongside the Country Financial Managers.
- 1.3.6. Responsible for Fundraising Committee: Manage the appointment of tasks and performance of committee members.
- 1.3.7. Sync and oversee the implementation of the fundraising plan(s) in collaboration with the Fundraising Committee.
- 1.3.8. Obtain sponsorships/donations from regular, associate and corporate members in collaboration with the Fundraising Committee.

1.4. Chief Operations Officer (COO)

- 1.4.1. Responsible for the operational model of KA: Design the processes by which the organisation functions to execute its goals.
- 1.4.2. Oversee/follow-up on the implementation of executive management decisions taken in management meetings.
- 1.4.3. Approval of departmental and chapter plans.
- 1.4.4. Support, monitor and evaluate the implementation of departmental and chapter plans (evaluate against the criteria of the plans themselves).
- 1.4.5. Responsible for the performance management of KA leadership (evaluate against the realities and strategic goals of the organisation as a whole)
- 1.4.6. Set-up strategic teams or roles to enhance KA performance, if necessary.
- 1.4.7. Set executive management meeting agenda.

2. Top-level Departments

2.1. Internal Communication Officer

- 2.1.1. In collaboration with the COO, draw-up internal communication plan with clear deliverables and a timeline.
- 2.1.2. Responsible for the implementation of the internal communication plan.
- 2.1.3. Schedule executive management meetings, distribute agenda, take minutes and distribute minutes.
- 2.1.4. Sourcing and moderation of content for member-only area of website.
- 2.1.5. Management of organisation newsletter: Design newsletter template, source and edit content, integrate content into newsletter template and distribute newsletter.
- 2.1.6. Slack Workspace moderation.
- 2.1.7. Facebook Group moderation.
- 2.1.8. Collect and respond to member inquiries and complaints. Ensure that the Knowledge Management Officer take note of these inquiries and complaints.

2.2. Marketing Officer

- 2.2.1. In collaboration with the COO, draw-up marketing plan with clear deliverables and a timeline.
- 2.2.2. Responsible for the implementation of the marketing plan.
- 2.2.3. Management of the content on the landing (public) page of the KA website (ensuring that it reflects the vision and mission of the organisation and is packaged in an attractive way).
- 2.2.4. Sourcing, posting and moderation of content for KA's public social media channels, including the Facebook Page, the LinkedIn Page and the Twitter account. This responsibility includes quality control of content, both in terms of form (spelling & grammar mistakes) and substance.

- 2.2.5. Design of flyers, posters, banners, business cards and all other promotional material.
- 2.2.6. Design and management of advertisements.
- 2.2.7. Coordinate and/or support the event management in chapters.
- 2.2.8. Coordinate and/or supporting the organising of KA booths at all events.

2.3. Technology Officer

- 2.3.1. In collaboration with the COO, draw-up technology plan with clear deliverables and a timeline.
- 2.3.2. Responsible for the implementation of the technology plan.
- 2.3.3. Managing the registration and distribution of official KA email addresses.
- 2.3.4. Technical admin of the following:
 - 2.3.4.1. Website / association management platform (Wild Apricot)
 - 2.3.4.2. Task and market knowledge management platform (Airtable)
 - 2.3.4.3. Organisation-related information/document repositories (Google Docs).
 - 2.3.4.4. All communication platforms, including Slack and social media accounts.

2.4. Knowledge Management Officer

- 2.4.1. In collaboration with the COO, draw-up knowledge management plan with clear deliverables and a timeline.
- 2.4.2. Capture best practices and draft appropriate documents to maintain institutional memory.
- 2.4.3. Draft policies based on best practices and present these policies to executive management for adoption.
- 2.4.4. Draw-up templates for all company documentation and other media files.
- 2.4.5. Source and catalogue (to the appropriate file directories in a cloud-based repository) all minutes, reports, templates & all other files.

2.5. Matching & Incubation Officer

- 2.5.1. In support of the Deputy President, coordinate activities related to facilitating/catalysing the building of business, social impact or academic partnerships between members. This responsibility includes supporting the matching of the needs and resources of members and the development of new ventures (business or non-profit).
- 2.5.2. In collaboration with the Deputy President and COO, draw-up matching and incubation plan with clear deliverables and a timeline.
- 2.5.3. Responsible for the implementation of the matching and incubation plan.
- 2.5.4. In support of the President and Deputy President, build and maintain relationships with key partners and corporate/associate members (e.g. JICE, JICA, UNDP, BizJapan).

3. Top-level Fundraising Committee

3.1. Member of the Fundraising Committee

- 3.1.1. Recruit regular, corporate and associative members and obtain sponsorships/donations from these members.
- 3.1.2. Participate in any other activities to support fundraising.
- 3.1.3. In collaboration with the CFO, draw-up a fundraising plan.
- 3.1.4. Responsible for the implementation of the fundraising plan.

4. Chapters (Japan and Africa)

4.1. Chapter Coordinator

- 4.1.1. In collaboration with the COO and country (Africa) / regional (Japan) managers, draw-up chapter plan with clear deliverables and a timeline.
- 4.1.2. Responsible for the implementation of the chapter plan and reporting of progress to the COO.
- 4.1.3. Chief champion and vision leader of KA in his/her chapter: Contextualise, represent and promote the vision of KA - as set by the President - inside and outside the organisation at events and through other communication platforms for the chapter.
- 4.1.4. Facilitate regular chapter meetings with country (Africa) / regional (Japan) managers.
- 4.1.5. Ensure that the minutes of these minutes are shared with the top-level Executive Management (via the COO) and country (Africa) / regional (Japan) managers.
- 4.1.6. Represent chapter in top-level Executive Management meetings.
- 4.1.7. Ensure that grievances related to KA as a whole are communicated to the top-level Executive Management.
- 4.1.8. Coordinate chapter-wide activities and support activities within countries (Africa) / regions (Japan).
- 4.1.9. Approve country budgets (alongside Country Manager and CFO).
- 4.1.10. Build and manage relationships with key partners and associate/corporate members on chapter-level.
- 4.1.11. Liaise with top-level departments when necessary.
- 4.1.12. Support the matching and incubation responsibilities of the Deputy President and Matching and Incubation Officer.

4.2. Deputy Chapter Coordinator

- 4.2.1. Support, and if necessary substitute, the Chapter Coordinator in all his/her responsibilities.

5. Country committees (Africa)

5.1. Country Manager

- 5.1.1. In collaboration with the Chapter Coordinator, draw-up country plan with clear deliverables and a timeline.

- 5.1.2. Responsible for the implementation of the country plan and reporting of progress to the Chapter Coordinator.
- 5.1.3. Champion of KA in his/her country: Contextualise, represent and promote the vision of KA - as set by the President and contextualised by the Chapter Coordinator - inside and outside the organisation at events and through other communication platforms for the country.
- 5.1.4. Responsible for the country committee, members and all activities in country
- 5.1.5. Responsible for the registration of the country branch as a subsidiary of the international KA entity.
- 5.1.6. Approval of country budget (alongside Chapter Coordinator and CFO).
- 5.1.7. Build and manage relationships with key partners and associate/corporate members on country-level.
- 5.1.8. Support the matching and incubation responsibilities of the Deputy President and Matching & Incubation Officer.

5.2. (Country) Finance Manager

- 5.2.1. Accounting of the country branch finances: Keep record of all revenue and expenditures, manage bank account and submit financial reports to the country committee and Chapter Coordinator.
- 5.2.2. Draw-up budget and obtain approval from Country Manager, Chapter Coordinator and CFO.
- 5.2.3. Follow-up on overdue membership fees.
- 5.2.4. If necessary, manual payment of membership fees into the KA account.
- 5.2.5. Collecting sponsorships/donations from members and non-members with whom agreements have been established.

5.3. (Country) Marketing Manager

- 5.3.1. Draw-up the marketing component of the country plan with clear deliverables and a timeline.
- 5.3.2. Responsible for the marketing component of the country plan.
- 5.3.3. Manage all marketing activities in the country.
- 5.3.4. Liaise with the top-level Marketing Officer for all marketing activities in the country.
- 5.3.5. Support the Stakeholder Manager in the recruitment of regular, associate and corporate members.
- 5.3.6. Obtaining sponsorships/donations from members and coordinate other fundraising activities on country-level.

5.4. (Country) Stakeholder Manager

- 5.4.1. Support the building and management of relationships with key partners and associate/corporate members on country-level.
- 5.4.2. Recruit regular, associate and corporate members on country-level.
- 5.4.3. Responsible for the welfare of members: Manage communication, address issues and/or escalate issues to the Country Manager.
- 5.4.4. Schedule, chair, take and distribute minutes of country meetings.

- 5.4.5. Support the matching and incubation responsibilities of the Deputy President and Matching & Incubation Officer.

6. Regional committees (Japan)

6.1. Regional Manager

- 6.1.1. Champion of KA in his/her region: Contextualise, represent and promote the vision of KA - as set by the President and contextualised by the Chapter Coordinator - inside and outside the organisation at events and through other communication platforms for the region.
- 6.1.2. In collaboration with the Chapter Coordinator, draw-up region plan with clear deliverables and a timeline.
- 6.1.3. Responsible for the implementation of the region plan and reporting of progress to the Chapter Coordinator.
- 6.1.4. Responsible for members and activities in region.
- 6.1.5. Recruitment and management of the welfare of members on region-level, including maintaining communication.
- 6.1.6. Build and manage relationships with key partners and associate/corporate members on region-level.
- 6.1.7. Support the matching and incubation responsibilities of the Deputy President and Matching & Incubation Officer.

6.2. Deputy Regional Manager

- 6.2.1. Support, and if necessary substitute, the Regional Manager in all his/her responsibilities.