



Suzume no Gakko Officer Job Descriptions

TABLE OF CONTENTS

1 Board of Directors	2
1.1 Election and Term of Office	2
1.2 Board Meetings	3
2 President	3
3 Vice President	3
4 Secretary	4
5 Chief Financial Officer	5
6 Historian	5
7 Instructional Materials Coordinator	6
8 Parent Participation Coordinator	6
9 Publicity Coordinator	6
10 Purchasing Coordinator	7
11 Appointed Officers	7
11.1 Past President	7
11.2 Church Liaison	7
11.3 Facilities Coordinator	8

1 Board of Directors

The Suzume no Gakko (SNG) Board of Directors (BOD) shall consist of nine (9) elected Directors, plus the Program Director, the Curriculum Director, and Appointed Officers. The elected Directors of the BOD serve as the Officers of SNG, consisting of President, Vice President, Secretary, Chief Financial Officer, Historian, Instructional Materials Coordinator, Parent Participation Coordinator, Publicity Coordinator, and Purchasing Coordinator. Elected Directors have one (1) vote each.

1.1 Election and Term of Office

With the exception of the office of the President, all offices of the remaining eight (8) Directors will be voted onto the BOD by the SNG membership (i.e., families) at the annual membership meeting (i.e., Open House).

1. The office of the President shall be filled by the Vice President of the preceding term.
2. The office of the Vice President is elected annually, serving a one (1) year term, followed by a one (1) year term as President.
3. Five (5) Directors with corresponding open offices shall be elected at the annual meeting on even numbered years, and the other four (4) Directors with corresponding open offices shall be elected at the annual meeting on odd numbered years.
 - a. Even numbered year offices: Vice President, Chief Financial Officer, Parent Participation Coordinator, Publicity Coordinator, Purchasing Coordinator.
 - b. Odd numbered year offices: Vice President, Secretary, Historian, Instructional Materials Coordinator
4. Nominated Directors shall specify the open Officer position that they seek to fill. If any Directors are not elected at any annual meeting, they may be elected at any special members' meeting held for that purpose or by written ballot. Each Director, including a Director elected to fill a vacancy or elected at a special members' meeting or by written ballot, shall hold office until expiration of the term for which elected.
5. Directors shall serve for a term of two (2) years, and shall have one vote on each matter presented to the BOD for action.
 - a. Directors receive automatic enrollment privileges for their term in office (two years), plus one additional year following the end of their term (a total of three years).
 - b. The additional year of automatic enrollment is granted with the expectation the outgoing Officer is supporting the transition of the incoming officer during that year and as gratitude for their service on the Board.
 - c. A Director may only be elected to two consecutive terms.

- d. Directors who serve two consecutive terms are entitled to utilize their additional third year from their first term at the end of their second term, for a cumulative 6 years of pre-enrollment.

1.2 Board Meetings

Immediately following the Open House and Annual Membership Meeting, the BOD meets briefly to welcome its newly elected Directors.

The BOD meets monthly from September through June, and additionally as needed. All Directors are expected to be present at all meetings, for the entire meeting. Appointed Officers attend meetings as needed. A Director must contact the President prior to a meeting if they are unable to attend this meeting.

2 President

Subject to the control of the BOD, the President shall be the Chief Executive Officer and general manager of SNG. The President:

- Supervises, directs, and controls SNG's activities, affairs, and Officers.
- Presides at all BOD meetings and at all members' meetings—New Parent Orientation, Mandatory Parent Meeting, Open House.
- Acts as point of contact between SNG and other community organizations.
- Authorizes all reimbursements and other expenses prepared by the Chief Financial Officer.
- Serves on the Registration Committee.
- Serves the first year of their term as Vice President, and the second year of their term as President. The President automatically becomes Past President at the end of their term.
- Must be present on site daily during the school session to assist where needed, or ensure at least one other Board member (in addition to the Parent Participation Coordinator) is present daily.

3 Vice President

If the President is absent or disabled, the Vice President shall perform all duties of the President. When so acting, the Vice President shall have all powers of and be subject to all restrictions on the President. The Vice President:

- Maintains the official Job Description document that states the roles and responsibilities for each office and officer. The Vice President shall update the roles and responsibilities as needed, with the approval of the BOD.
- Coordinates Registration and family orientation.
 - Sends out registration and enrollment information.

- Serves as the point of contact for current and potential member questions about registration and enrollment.
- Oversees the Tomodachi program to pair veteran SNG families with new families.
- Plans and manages member meetings—New Parent Orientation, Mandatory Parent Meeting, Open House.
- Maintains and distributes the student Emergency Contact information and the student medical information to the Senseis and to the Program and Curriculum Directors.
- Reviews the SNG Insurance coverage before the Chief Financial Officer prepares payment.
- Serves as Chairperson for the Open House Committee.
- Serves as Chairperson for the Registration Committee.
- The Vice President serves for one year, then automatically becomes President for the second year of their term. The President automatically becomes Past President at the end of their term.
- Must be available during the last week of the school session to coordinate the Open House.

4 Secretary

The Secretary shall handle all general correspondence on behalf of SNG, and maintain all organization records (e.g., BOD Meeting Minutes, membership and enrollment records, forms, Bylaws, handbooks). Attention to detail, word processing experience, and spreadsheet experience are important. The Secretary:

- Keeps minutes of all BOD meetings.
- Keeps a copy of the Articles of Incorporation and Bylaws, as amended to date.
- Keeps a record of SNG's members, showing each member's name, address, and class of membership.
- Handles all general correspondence, including notice of all meetings of members, of the BOD, and of committees of the BOD.
- Keeps the corporate seal in safe custody.
- Updates or causes to be updated all calendars, forms, handouts, and handbooks.
- Prepares or causes to prepare copies of curriculum books and materials (e.g., class handouts, labels) for Senseis.
- Maintains enrollment records, including the Lottery log.
- Creates and maintains grade level mailing lists, as well as the annual all-family mailing list.
- Serves as one the Administrators for the SNG Google Organization, with authority to:
 - Add and update organization members
 - Update mailing lists

- Create new Team Drives
- Activate new features as they are released by Google
- Keeps and maintains the SNG color laser printer/copier.
- Serves on the Registration Committee.

5 Chief Financial Officer

The Chief Financial Officer (CFO) shall have charge of all funds and accounts of SNG. The CFO:

- Keeps and maintains, or causes to be kept and maintained, adequate and correct books and accounts of SNG's properties and transactions.
- Presents the Quarterly Financial Statements to the BOD at the BOD Meeting no later than 45 days after the end of the fiscal Quarter for BOD review.
 - Preferably provides a balance statement and an income statement at the monthly BOD meetings.
 - The books of account shall be open to inspection by any Director at all reasonable times.
- Collects all fees due to SNG. Fee are due no later than fourteen (14) calendar days after the fee becomes past due.
- Deposits, or causes to be deposited, all money and other valuables in the name and to the credit of SNG.
- Disburses SNG's funds as the BOD may order.
- Prepares checks for President to sign.
- Renders to the President and the BOD, when requested, an account of all transactions as CFO and of the financial condition of SNG.
- Is deemed to be the Treasurer of SNG for purposes of giving any reports or executing any certificates or other documents requiring the signature of the "Treasurer."
- Files the tax return for SNG, and keeps SNG in compliance with tax laws and regulations.
- Prepares and presents an annual budget for the BOD.
- Prepares payment for SNG's insurance policy annually.
- Is responsible for the SNG P.O. Box, checking or causes to be checked as needed.
- Serves on the Registration Committee.

6 Historian

The Historian shall capture the activities, events, students, Senseis and Officers through pictures, writing, and any other form of media available for the purpose of providing a reflection of the program during each session. The Historian:

- Serves as Chairperson of the Historical Committee.

- Manages the publication and distribution of the school yearbook with committee members.
- Creates and manages the Open House slideshow presentation with committee members.
- Coordinates class photo shoot.
- Publishes the school newsletter to the SNG community.
- Manages collection of photos of activities, events, and people during the session.

7 Instructional Materials Coordinator

The Instructional Materials Coordinator shall purchase and maintain a comprehensive list of all instructional items used in the curriculum. The Instructional Materials Coordinator:

- Serves as Chairperson of the Instructional Materials Committee.
- Prepares instructional material projects for distribution to committee.
- Serves as Supervisor for the parents in the committee.
- Work on projects as needed.
- Must be present on site as needed during the school session, 30–60 minutes daily during the summer school session and available via text or phone.
- Must be onsite for silkscreen day.
- Maintain Oreis for Suzume performers, sponsors and special guests.
- Assist with collecting and organizing sensei gifts.

8 Parent Participation Coordinator

The Parent Participation Coordinator shall coordinate standing committees, mandatory activities, and work day assignments. The Parent Participation Coordinator:

- Coordinates family work day assignments for classroom work days and floater days.
- Manages family assignments to all the committees with due consideration of skills requested by each individual committee.
- Informs committee chairs of who is on their committee.
- Coordinates daily sign in/out sheets for on-site parent volunteers.
- Works closely with the Church Liaison and Wesley to ensure a smooth session.
- Must be present on site daily during the school session.

9 Publicity Coordinator

The Publicity Coordinator shall coordinate all social, marketing, and fundraising activities. The Publicity Coordinator:

- Serves as Chairperson for the Social, Marketing, and Fundraising Committees.
- Manages any events the BOD elects to participate in or host, including Field Day.
- Manages all merchandise (e.g., T-Shirts) ordering, sales, and distribution.
- Coordinates all fundraising activities (e.g., gift card sales)
- Prepares all brochures and fliers for social, fundraising and marketing activities.
- Oversees SNG website and social media.
 - Works collaboratively with the BOD and Senseis to maintain the SNG website.
 - Maintains the SNG general email account (info@suzumenogakko.org), answering and/or relaying emails received in this account to the appropriate people in a timely manner.
 - Supervisor for the Webmaster (if one is appointed).
- Onsite 1–2 times per week during session for additional merchandise sales.
- Onsite during session as needed.

10 Purchasing Coordinator

The Purchasing Coordinator shall purchase, stock and inventory all standard supplies. The Purchasing Coordinator:

- Coordinates Curriculum Material donations.
- Organizes and coordinates transportation of school supplies from/to storage at the beginning and the end of each session.
- Must be present on site as needed during the school session, 30–60 minutes daily during the summer school session and available via text or phone.

11 Appointed Officers

Appointed Officers are selected by the BOD. These positions have no voting powers.

11.1 Past President

The immediate past President of SNG becomes the Past President. No vacancy in the position of Past President shall be filled. The Past President:

- Attends and participates at all meetings of the BOD for one (1) year following his or her term of office. They will have served the first year of their term as Vice President, and the second (and last) year of their term as President.
- Arranges the author (or other major external) assembly.
- Makes all the name badges for students and Senseis.

- Makes all certificates (e.g., graduation, attendance of session).

11.2 Church Liaison

The Church Liaison is responsible for coordinating all SNG events held at Wesley United Methodist Church. The Liaison:

- Is responsible for ensuring that SNG is in compliance with all policies and practices of Wesley Methodist Church.
- Facilitates all communication between SNG and Wesley Church as a representative of the BOD and Senseis.
- Must be available daily during the school session.
- Appointed for a two-year term.

11.3 Facilities Coordinator

The Facilities Coordinator is responsible for coordinating the setup and takedown of SNG classroom facilities under the direction of SNG Senseis. The Facilities Coordinator:

- Requires moderate to heavy lifting.
- Is responsible for coordinating the setup and takedown of the school classrooms.
- Works with the Purchasing Coordinator to transport school supplies from/to storage at the beginning and the end of each session.
- Must be available on the Saturday before session and the last Friday of session.
- Appointed for a two-year term.