

JOB DESCRIPTIONS FOR 2008-2010 SUZUME NO GAKKO BOARD POSITIONS

1. VICE-PRESIDENT / PRESIDENT-ELECT:

- **Registration, Enrollment, Orientation, Open House, Insurance**
- **Chairperson for the Open House Committee**
 - responsible for planning the Open House
 - must be available during the last week of the school session to coordinate the Open House
- **Supervisor for the Open House Secondary Committee**
 - work at Open House

2. TREASURER:

- **Application and Tuition Fees, Monetary Matters**

3. PURCHASING COORDINATOR:

- **Curriculum Material Donations, Purchase Supplies**
- **Chairperson for the Purchasing Committee**
 - responsible for purchasing and maintaining all supplies
 - must be present on-site daily during the school session
 - organize and transporting supplies from storage at beginning and end of each session

4. SOCIAL/FUND RAISING COORDINATOR:

- **Chairperson of Social Committee**
 - coordinate social functions and all money-making activities
 - responsible for ordering and distribution of t-shirt orders and other SNG merchandise
- **Supervisor for the Nikkei Matsuri Committee**
 - oversee Nikkei Matsuri Children's Craft Center
- **Supervisor for the Family Picnic Committee**
 - work at the Suzume no Gakko Family Picnic

5. PARENT PARTICIPATION COORDINATOR:

- **Coordinate Parents' Work Days, Floaters**
- **Chairperson for the Parent Participation Committee**
 - responsible for making the assignment of manpower duties to all SNG families during the school session and for other activities as needed
 - organize set up and take down of the school before and after the session
 - must be present on-site daily during the school session

The election will be held at the Open House at the end of the session.