

## **JOB DESCRIPTIONS FOR 2010-2012 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 available as needed 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**
  - oversee for social functions and all money-making activities
  - oversee ordering and distribution of t-shirt orders
- **Supervisor for the Nikkei Matsuri Committee**
  - oversee at Nikkei Matsuri Children's Craft Center
- **Supervisor for the Family Picnic Committee**
  - work at the Suzume no Gakko Family Picnic
- **Supervisor for Sprit of Japantown Committee**
  - oversee at the Sprit of Japan town booth

### **5. PARENT PARTICIPATION COORDINATOR:**

- **Coordinate Parents' Work Days, Floaters**
- **Chairperson for the Parent Participation Committee**
  - responsible for providing manpower for various activities as needed
  - must be present on-site daily during the school session

### **6. WEB MASTER:**

- Maintain procedures for updating and maintaining website.

- create methods and procedures for receiving e-mail inquiries and responding to them.
- work with the secretary and board to test and place forms, policies, calendar and announcements in a timely manner on the SNG website.
- ensure that any e-mail inquires regarding SNG are forwarded to the proper board member for follow-up.
- maintain discussion group for SNG board members ( e.g. Yahoo Groups).
- perform some basic conversion of documents so that they can be published (e.g. word to PDF format).

**- Requirements:**

- basic website experience necessary.
- must have a child in SNG
- will need to attend board meetings when necessary.

**- Benefits:**

- pre-enrollment status for two years.
- primary committee commitment waived for 1<sup>st</sup> year.
- secondary committee commitment waived for 2<sup>nd</sup> year.

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