

# NAKAYOSHI GAKKO COMMITTEES

## Pubs I Chairperson

- Reports directly to the Secretary
- Chairperson responsible for publishing the parent handbook
- Oversees the Pubs I Committee in accomplishing the following tasks:
  1. Creates signage & nametags
  2. Produces copies of music books
  3. Produces copies of language books
  4. Produces copies of music CD

## Pubs II Chairperson

- Reports directly to the Secretary
- Oversees the Pubs II Committee in completing the following tasks:
  1. Responsible for packaging “Welcome Packet”
  2. Publishes mid-session newsletter
  3. Coordinates class photos
  4. Creates slideshow for the open house
  5. Creates a memory CD for enrolled students

## Website Chairperson

- Reports directly to the Secretary
- Updates website as needed

## Arts & Crafts Committee

- Works directly with the Sr. Purchaser in completing the arts & crafts projects
- Prepares materials for classroom projects and special events
- Duties may include cutting paper, gluing, woodworking, sewing, purchases etc. Materials are distributed prior to the session starting at parent orientation, and projects will need to be returned on the morning of the first day of class
- Occasionally, projects may need attention during the session

## Maintenance I Chairperson

- Reports directly to the Facilities Coordinator
- Purchases all Maintenance I product needs
- Oversees the Maintenance I committee in accomplishing the following tasks:
  1. Clean the temple facilities that will be used during session
  2. Take photographs of the existing classroom (tables/chairs) set-up
  3. Set up tables & chairs in each room as requested by Nakayoshi Gakko
  4. Remove storage boxes from the Nakayoshi Gakko storage closet and work with one of the Purchasing Coordinators in distributing those items to their respective rooms.

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## Maintenance II

- Reports directly to the Facilities Coordinator
- Purchases all Maintenance II product needs
- Oversees the Maintenance II Committee in accomplishing the following tasks:
  1. Clean the temple facilities used during session
  2. Pack all materials in clearly labeled storage boxes
  3. Return each classroom to its original set up (refer to photos)
  4. Return all storage boxes to the Nakayoshi Gakko storage closet