

NAKAYOSHI GAKKO EXECUTIVE BOARD

I. Co-President 1

- Hires faculty & staff
- Facilitates sempai application process
- Prepares sempai & Jr. sempai work schedules
- Facilitates sempai & Jr. sempai evaluation process
- Prepares specialty class schedule
- Facilitates grade adjusted evaluation process
- Responsible for calling Board meetings
- Prepares agendas for the Board meetings
- Supervises and oversees general workings of the school with the principal during session
- Serves as the spokesperson for the school at various functions (i.e. Master of Ceremonies for the Open House)
- Acts as the school's public relations ambassador for the school
- Responsible for advertising in local papers, community newsletters and locations to recruit students and teachers.
- Works office duty during session
- Works directly with the Facilities Coordinator in maintaining the relationship between Nakayoshi Gakko and the Mountain View Buddhist Temple
- Serves a one (1) year term as Co-President 1
- Co-President 1 shall rotate into the position of Ex-Officio at the completion of his/her term
- Maintains enrollment priority while serving on the Executive Board

II. Co-President 2

- Coordinates all-school demonstrations
- Coordinates field trips (including transportation to/from; permission forms for students and insurance forms for drivers)
- Coordinates community building events
- Facilitates end-of-year evaluations
- Coordinates Executive Board & Working Board office work schedule
- Schedules guest speakers, in-class and afternoon demonstrations
- Works office duty during session
- Works directly with the Special Events Chairs
- Performs the duties of Co-President 1 in his/her absence
- Serves as a member of the Curriculum Committee along with the Curriculum Director, Treasurer and Purchasing Coordinators. (The Curriculum Committee will review the curriculum and recommend curricular changes and improvements.)
- Maintains written descriptions of Board positions, committee responsibilities and school policies.
- Serves a one (1) year term as Co President 2
- Co-President 2 shall rotate into the position of Co-President 1 upon the completion of his/her term
- Maintains enrollment priority while serving on the Executive Board

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III. Ex-Officio

- Provides general support to the Co-Presidents
- Serves as an advisor to the Board
- Serves a one (1) year term as Ex-Officio
- Works office duty during session
- Maintains enrollment priority while serving on the Executive Board
- The position of Ex-Officio is a non-voting board position

IV. Secretary

- Reports minutes of the Board meetings
- Maintains all-school e-mail list
- Responsible for all-school communications (i.e. school-wide e-mails)
- Responsible for all general correspondence: invitations, thank you cards (acknowledging donations & presenters)
- Maintain custody of school records
- Works office duty during session
- Liaison between the Executive Board and the Committee Chairs of: Pubs I, Pubs II and Website.
- Serves a minimum two (2) year term on the Executive Board
- Maintains enrollment priority during the two (2) year term

V. Treasurer

- Prepares budget
- Oversees grant preparation by Fundraising Chair
- Prepares & submits state and federal tax filings
- Performs daily financial tasks – banking deposit/expense checks & maintains P&L statement
- Prepares orei for teachers/semipais and honorarium.
- Secures insurance (Liability/Executive Board)
- Works office duty during session
- Communicates/works directly with the following Working Board Members: Fundraising chairperson and Purchasing Coordinators (2).
- Serves as a member of the Curriculum Committee along with the Curriculum Director, Co-President 2 and Purchasing Coordinators. (The Curriculum Committee will review the curriculum and recommend curricular changes and improvements.)
- Finance or accounting background preferred.
- Serves a minimum two (2) year term on the Executive Board
- Maintains enrollment priority during the two (2) year term

VI. Sr. Registrar

- Facilitates the registration process (Preparation, distribution and processing of the registration packets)
- Schedules the co-op assignments
- Orders/distributes t-shirts

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- Acts as the contact person for school advertisements
- Field initial inquiries from prospective new students
- Schedules staffing for extended care
- Responsible for sign in/out sheets for all students
- Responsible for sign in/out sheets for extended care students
- Works office duty during session
- Communicates/works directly with the Jr. Registrar
- Serves a one (1) year term as Sr. Registrar
- Maintains enrollment priority while serving on the Executive Board

VII. Facilities Coordinator

- Liaison between Nakayoshi Gakko and the temple
- Coordinates the scheduling/facility needs of the school directly with the temple
- Works directly with the Co-President 1 in maintaining the relationship between Nakayoshi Gakko and the Mountain View Buddhist Temple
- Communicates/works directly with the following Working Board Members: Maintenance I chair and the Maintenance II chair
- Works office duty during session
- Coordinates the volunteers required for various temple activities (Temple activities include: Chicken Teriyaki, Obon and any other functions that the temple may request assistance with.
- Required to be a Mountain View Buddhist Temple member. MVBT Board member preferred.
- Serves a minimum two (2) year term on the Executive Board
- Maintains enrollment priority during the two (2) year term