

NAKAYOSHI GAKKO WORKING BOARD

I. Purchasing Coordinators (2)

- Reports directly to the Treasurer
- Purchases items for the school (including items such as: class materials, office supplies, school snacks and orei gifts)
- Photocopying (offsite)
- Jr. Purchaser establishes all-school snack menu (afternoon snacks & extended care snacks) & schedule
- Jr. Purchaser coordinates snack schedule with head sempai
- Jr. Purchaser coordinates daily arts & crafts needs with head sempai
- Jr. Purchaser prepares the orei gifts for the in-class presenters and afternoon demonstrators.
- Sr. Purchaser shall chair the Arts & Crafts committee
- Sr. Purchaser shall purchase & prepare all materials for the arts & crafts projects to be distributed to the Arts & Crafts committee at the mandatory Parent Orientation Meeting
- Sr. Purchaser shall oversee the Arts & Crafts committee in completing all art projects
- Jr. Purchaser shall establish a “purchasing schedule” for the teachers, staff and Board members to follow during the two (2) week session
- Works office duty during session
- Serves as a member of the Curriculum Committee along with the Curriculum Director, Co-President 2 and Treasurer (The Curriculum Committee will review the curriculum and recommend curricular changes and improvements.)
- Attend board meetings as required.
- Serves a minimum two (2) year term on the Working Board
- Maintains enrollment priority during the two (2) year term

II. Special Events Chairs (2)

- Reports directly to the Co-President 2
- Hosts the hospitality table at the parent orientation meeting
- Hosts the hospitality table at the 1st day tea
- Works directly with the Fundraising Chairperson to solicit donations
- Oversees the Open House Committee in accomplishing the following tasks:
 1. Obtains a headcount of attendees at the open house
 2. Publishes the open house program
 3. Selects a menu/vendor for the open house dinner
 4. Coordinates with Purchasing on Parent Orientation and Open House supply needs.
 5. Coordinates and publishes Parent Orientation meeting program.
 6. Coordinates set-up and clean up crews for the open house
 7. Coordinates (open house) classroom exhibits with each teacher
- Reserves audio visual equipment required at the Open House

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- Works office duty during session
- Attend board meetings as required.
- Serves a minimum two (2) year term on the Working Board
- Maintains enrollment priority during the two (2) year term

III. Jr. Registrar

- Assists the Sr. Registrar with the registration process
- Serves a one (1) year term as Jr. Registrar
- Works office duty during session
- Attend board meetings as required.
- Jr. Registrar shall rotate into the position of Sr. Registrar at the completion of his/her term
- Maintains enrollment priority while serving on the Working Board

IV. Fundraising Chairperson

- Reports directly to the Treasurer
- Works directly with the Special Events Chairs to solicit donations
- Schedules, runs and closes the following events: book fair, restaurant and any other fundraising held during the two-week session
- Submits request for donated services
- Complete the SVAC grant (approx. 15 pages of in-depth narration) and attend those panel discussions
- Research new grants, present options to the Board and pursue those grants requested by the Board
- Pursue families who may work at companies that offer arts/cultural grants or employee matching
- Works closely with Treasurer to receive financial data needed on grant/donation forms
- Works office duty during session
- Attend board meetings as required.
- Serves a minimum two (2) year term on the Working Board
- Maintains enrollment priority during the two (2) year term