

Board of Directors	Job Description
President	Responsible for the operation and management of the school. Supervises the other directors and calls directors' meetings. Deals with other organizations outside the school. Signs school cheques.
Vice President	Supports the president. Acts as president when president is absent. May sign school cheques. Supervises the directors and other volunteers. Deals with emails sent to the school administration address. Contact and coordination of admission / withdrawal procedures.
Treasurer	Keeps school's financial records. Discloses financial information as needed. Responsible for making payments for school supplies and teacher's wages. Files income tax return. Books rooms for classes and events. Receives school application forms. Purchases liability insurance. Procedure of students' enrolment/dropping out. Prepares the documents regarding rental of classrooms and other venues.
Secretary	Creates medical waivers, medical information forms for the students, class lists, brochures and other necessary forms. Orders textbooks, and makes bills and manages the stock. Creates documents upon the board of director's requests. Creates and stores the minutes of the AGM and directors meetings. Acts as a receptionist at the AGM. Updates the school website.
Head Class Representative	Acts as a parents' representative and directs parents' ideas and needs to the directors. Forwards messages and notes from the teachers and the board members to each class representative. Creates and sends mass emails and newsletters to the members.
Directors' Assistants	
Volunteer assistant manager	Helps the Principle to hire, organize and supervise assistants. Arranges and prepares the assistant appreciation parties.
Support Team	At the request of the board of directors, conduct various surveys, conduct questionnaires, organize volunteers, etc.
Other tasks	
★ News letter editor/reporter	Create / edit newsletter articles about once every two months and arrange with a translator.
★ Translator	Translates the minutes of general meetings, documents and mass emails, etc.
★ Newsletter Translator	Translates the newsletter
★ Website coordinator	Management, operation and update of the new website.
★ Storage	Stores and organizes the school equipment and supplies for school events. Arranges transportation of necessary items to school or event sites as required.
Sports Day assistant	Helps with the preparation of the Sports Day. Reception. Repair or gether necessary items .
School festival organizer	Helps prepare for the school festival scheduled on December. Helps set up and works at the parents' and students' booths.
Parents workshop organizer	Plans and organizes the parents' workshop.
◆ T-shirts sales	Sells the school T-shirts and bags at events such as the Nikkei Cultural Fair, manages the T-shirt/bag stock and orders more T-shirts when necessary.
◆ Japanese cultural fair support	attend the meetings held before and after the Cultural fair, support the fair.
◆ New year Mochitsuki coordinator	Coordinates the volunteer staff needed at the Mochitsuki-kai held in January. Attends the meetings (week night/English) held before and after the event.
★ Noshimochi making	making 10lb of Noshimochi and be ready by one day before Mochitsuki festival.
Class representative	Is given the name list of their class parents, takes orders, collects the fees for textbooks and school photos and distributes them to the parents. Forwards information/notes from the school and the teachers to the parents in their class. Organizes and arranges gifts for the teacher and the assistants of their class (You can organize a class party for the parents in your class if you like).
★ Book Storage	Stores School books and Bookshelves. Rotate the books with librarian.
Librarian	Prepares, organizes and manages the library books and lends the books to the parents and students after school as scheduled in the calendar. Contact the book storage person to replace books.
School photo assistant	Arranges the photo shoot in Apr. with the photographer and the teachers. Assists the photographer on the day. Assists the class reps with taking photo orders. Prints out the photos ordered.
Class assistant	Assists teachers in the classrooms for at least 3 months. (required to submit a criminal record check)
Hallway monitor	Monitors the hallway during class hours (two people each time). Assists young students who need to go to the washroom. Provides basic first aid and classroom number information, and distributes materials to students. (One person will be the leader who organizes the shifts and provides support). Plan the emergency drill, edit the emergency manual, and lead the student on the day of the drill.

★Jobs you can do at home

◆Jobs you do on weekend