

MANAGEMENT STRUCTURE

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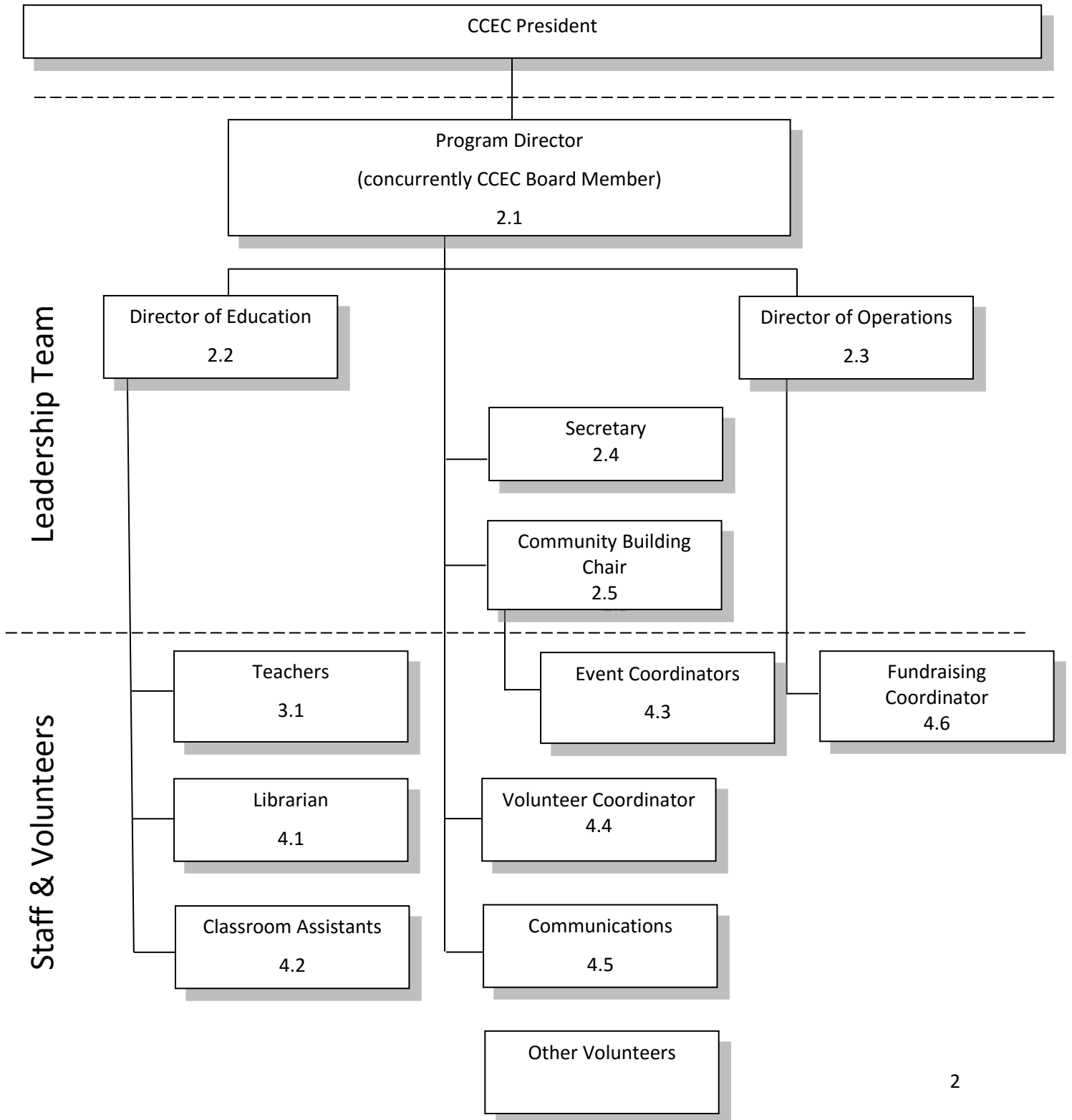
The Czech School of Seattle (CSS) is a program of the Center for Czech Education and Culture (CCEC) and is led by a Program Director who also serves as a CCEC Board Member. The school is governed by a five-member Leadership Team. The Leadership Team can establish additional committees of parent volunteers or volunteers who are interested in helping the school.

The Leadership Team is nominated and elected for one year terms and can serve in the same role no more than three consecutive years.

Because the CCEC is a non-profit organization, the Czech School of Seattle relies on an active and supportive community. Every family attending the school is expected to volunteer each academic quarter.

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1. Organizational Chart



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2. Leadership Team

Consists of:

- Program Director
- Director of Education
- Director of Operations
- Secretary
- Community Building Chair

Directed by:

- Program Director

Nominated by:

Nominating Committee

Approved by:

- A majority of votes at the spring community meeting

Summary of responsibilities:

- Hires and manages teachers
- Oversees student placement
- Selects curriculum
- Manages school budget
- Represents the school
- Manages registration and enrollment
- Negotiates school facility use
- Develops and enforces policies and procedures
- Drafts Annual School Comprehensive Plan (ASCP) based on school community input and submits it for CCEC review
- Finalizes and executes ASCP
- Assists Committee Chairs with the development of their respective annual plans
- Works collaboratively with community members, CCEC representatives, and school staff
- Transitions to the next leadership team by nurturing potential leaders and preparing the incoming team
- Creates new Committees and appoints Committee Chairs, as necessary
- Incorporates community needs and expectations for the Czech School for each school quarter/year

Meeting frequency:

- Directors monthly or more often, as necessary
- Leadership team quarterly or more often as necessary

Should always have direct access to:

- School approved budget
- Policies and procedures
- Minutes of at least the last six preceding meetings

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- Contact information for all Czech School of Seattle directors and chairs and for all the members of the CCEC Board of Directors
- Contact information for all student families

2.1 PROGRAM DIRECTOR

Reports to:

- CCEC President

Responsibility:

- Leads the Czech School of Seattle
- Serves as a CCEC Board Member (pending approval of the CCEC Board)
- Supports CCEC President in the preparation of grant applications (for the Ministry of Foreign Affairs, others)
- Organizes, plans, and sets priorities
- Supports and drives efforts leading towards meeting Annual School Comprehensive Plan goals
- Supports inclusive community membership growth and retention
- Creates partnerships within the school community and fosters an environment where parent involvement is encouraged and respected
- Coordinates Leadership Team, staff, and volunteers to serve the needs of students
- Creates meeting agendas for quarterly school community meetings
- Runs effective meetings
- Manages Public Relations

Authorized to:

- Represent and manage the school
- Enforce Czech School policies and procedures
- Direct Leadership Team

Approval required from Leadership Team to:

- Propose changes to policies and procedures at a quarterly school community meetings
- Submit a comprehensive one-year plan to CCEC Board of Directors

Approval required from CCEC President for:

- Annual Budget
- Annual School Comprehensive Plan (ASCP)

2.2 DIRECTOR OF EDUCATION

Reports to:

- Program Director

Responsibility:

- Creates or approves school's curriculum

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- Sets and promotes philosophy of education and overall spirit of classroom instruction
- Spearheads teacher hiring process, interviews teaching candidates, negotiates and generates teacher contracts for Leadership Team approval
- Trains and oversees teachers
- Secures substitute instruction
- Supervises student placement
- Responds to the immediate demands of teachers, students, parents, volunteers and the Czech community in matters regarding everyday instruction
- Advocates on behalf of students and families
- Supports actions to address student achievement and well-being
- Approves teachers' invoices
- Stays on site until all students have been picked up by their parent/guardian
- Supports the library program
- Assists the librarian in the development of an annual engagement plan
- Work with the Leadership Team to incorporate community needs and expectations for the Czech School for each school year/quarter

Authorized to:

- Create or approve school's curriculum
- Enforce teaching standards
- Make decisions regarding students placement to always assure the best use of school resources and in the best interest of students and their parents/guardians
- Delegate tasks to Librarian and/or Volunteer Coordinator as needed

Approval required from Leadership Team to:

- Hire teachers
- Modify teaching contracts
- Make changes to budget as related to teaching
- Make major curriculum changes

2.3 DIRECTOR OF OPERATIONS

Reports to:

- Program Director

Responsibility:

- Negotiates facility use and functions as a facility liaison:
 - Communicates Czech School classroom needs for the next semester with Stroum Jewish Community Center (SJCC) or other facility.
 - Works with CCEC to ensure timely venue rental payments due for each school quarter.
- Manages budget:
 - Works with CCEC Treasurer to accurately record all school related revenues and expenses in a timely manner.

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- Provides Leadership Team, staff and authorized volunteers with supply reimbursement forms. Collects forms and receipts and submits to CCEC Treasurer for reimbursement.
- Prepares budget updates for quarterly school community meetings. Reconciles actual budget to cash based income statement as needed (at least prior to the quarterly meetings and/or prior to each new school quarter). Brings attention to any unexpected budget developments.
 - Analyzes revenue and expenses from last school year
 - Prepares notes to budget and actual net income/loss for CCEC Board's review
- Manages registration and enrollment:
 - Works with Director of Education (DoE) in order to understand class structure (class description and enrolment availability) for each semester.
 - Helps set up and supervise registration process on Eventbrite. Collects signed registration forms for each student attending class and verifies complete registration of each student, furnishes registration reports to teachers and DoE, generates attendance forms for each class and makes all copies available to DoE.
 - Maintains updated mailing list of currently enrolled families
- Handles cash and checks
 - Collects payments, fees and donations
 - Provides a written receipt for those funds
- Submits all money in the name of the school to CCEC

Authorized to:

- Negotiate minor contract changes with facility
- Initiate and close scheduled student enrollment
- Delegate tasks to Secretary, Fundraising Coordinator, Volunteer Coordinator and other volunteers as needed
- Authorize budget expenses within assigned discretionary authority

Approval required from Leadership Team to:

- Propose new school year budget to CCEC

2.4 SECRETARY

Reports to:

- Program Director

Responsibility:

- Keeps an accurate record of the proceedings of quarterly community meetings. These records are the permanent history of the School. Promptness and accuracy are key to this job.
- Administers leadership elections according to election guidelines and procedures
- Organizes quarterly school community meetings:

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- Schedules the meeting (date and time)
- Works with the Program Director to obtain an agenda and supporting documents
- Sends out the agenda and any supporting documents
- Takes attendance
- Determines quorum and counts votes
- Presents the draft of the minutes of the previous meeting
- Takes minutes
- Promptly emails the minutes to the quarterly meeting attendees
- Archives agendas, supporting documents and approved minutes in Dropbox
- Finds substitute note taker for any meeting that he/she cannot attend
- Has following items on hand at all meetings:
 - Minutes of the previous meeting and pertinent attached reports
 - List of unfinished business to be discussed
 - Agenda
 - Written financial statement

2.5 *COMMUNITY BUILDING CHAIR*

Reports to:

- Program Director

Responsibility:

- Analyzes community needs and expectations to ensure school 's relevance in the community
- Builds a well-connected Czech community to maximize school's potential for growth
- Keeps track of school events calendar and keeps Leadership Team apprised of upcoming events
- Works with the Volunteer Coordinator to recruit volunteers to lead and staff events
- Posts event notices to Facebook and other social media
- Documents events and creates "event tools package" with documentation of prior events, costs, volunteer requirements, locations, publications, attendance/event success
- Assists Director of Operations in development of an annual events plan and budget proposal
- Serves on Nominating Committee
- Contributes to development of policies and procedures
- Works collaboratively with community members, CCEC representatives, and school staff

3. School Contracted Staff

3.1 *TEACHERS*

Report to:

- Director of Education

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Responsibility:

- Defined in teaching contract (Exhibit A)

4. Volunteers

4.1 LIBRARIAN

Reports to:

- Director of Education

Responsibility:

- to be developed ...

4.2 CLASS ASSISTANTS

Report to:

- Director of Education

Responsibility:

- to be developed ...

4.3 EVENT COORDINATORS

Report to:

- Community Building Chair

Responsibility:

- to be developed ...

4.4 VOLUNTEER COORDINATOR

Reports to:

- Program Director

Responsibility:

- Monitors volunteer resource management
- Functions as the point person for volunteer activities
- Coordinates volunteer recruitment and assignment
- Collects names and contact information of all volunteers for each school quarter
- Works with Leadership Team and other school members to obtain description of volunteer positions
- Sets up volunteerspot.org site and communicates with volunteers throughout each school year. Documents volunteer hours

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4.5 COMMUNICATIONS

Reports to:

- Program Director

Responsibility:

- Maintains website
- Posts to social media
- Utilizes other PR channels
- Works with the Leadership Team on maintaining a mailing list of the greater Czech community engaged with, or interested in, the school

4.6 FUNDRAISING COORDINATOR

Reports to:

- Director of Operations

Responsibility:

- With the assistance of the Leadership Team, develops fundraising plan for the academic year that will allow the school to meet budgetary needs
- Creates and submits a list of possible fundraising events to the Director of Operations
- Maintains a history of each fundraising event, documenting total funds raised, success (goal met) and member attendance.
- Mobilizes the community

5. Leadership Team Nomination and Election

The Leadership Team members are nominated and elected for one (1) year terms and can serve in the same role no more than three (3) consecutive years.

The Leadership Team members for the upcoming school year (July 1 through June 30) shall be nominated by a Nominating Committee. They shall be nominated based on experience and suggestions submitted by the active school community.

The Nominating Committee shall be comprised of a CCEC representative, the Secretary, the Community Building Chair and two active non-leadership volunteers. An outreach effort shall be made by the committee to solicit nominations from the school community. Final nominations, approved at the discretion of the Nominating Committee, shall be submitted by the Nominating Committee to the Secretary no later than ten days prior to the spring community meeting.

The new Leadership Team shall be approved by a majority of votes of active school volunteers present at the spring community meeting.

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The new Leadership Team shall be promptly notified of the results of the vote and shall begin fulfilling their terms on July 1.

The outgoing Leadership Team will brief the new Leadership Team and make all documentation available by June 30, 9 PM.

5.1 2015/16 Leadership Team

- Kaca Harmaning, Co-Chair and Director of Education
- Zuzka Lehocka-Howell, Co-Chair
- Lenka Crowder, Treasurer and Facility Coordinator
- Marketa Hnilova, Secretary
- Marketa Kockova, Communications
- Nikola Mullenberg, Volunteer and Event Coordinator
- Ishka Pallis
- Jana Taperova
- Jitka Brejlova
- Radka Dostal

5.2 2016/17 Nominations for the Leadership Team

- Program Director: Marketa Kockova
- Director of Education: Katerina Harmaning
- Director of Operations: Lenka Crowder
- Secretary: Marketa Hnilova
- Community Building Chair: Jitka Brejlova