

# Roles and Responsibilities of the Bei Dou Xing Board

## **Bei Dou Xing board members are required to:**

- Attend all board and committee meetings and functions, such as special events
- Stay informed about the organization's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees or task forces and offer to take on special assignments
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements

## **Individual Role Responsibilities**

### **The President shall:**

1. Oversee and direct all members of the Board in order to support Bei Dou Xing missions and activities.
2. Organize calendar of meetings.
3. Conduct BDX Board and General Meetings including preparation and distribution of meeting agenda
4. Serve as communication link to Eisenhower + XinXing PTO (along with VP).
5. Maintain communication between Bei Dou Xing and Hopkins administration, staff, and Bei Dou Xing parents
6. Send new XinXing family welcome communications.
7. Submit Bei Dou Xing communications as necessary to principal's newsletter.
8. Advise General Members on Parent Information Fair Event

Effort required: 15-20 hours/month Sept-Aug

\*Must have at least 1 year of prior experience on a PTO, PTA, or non-profit Board.

### **The Vice President shall:**

1. Act as an aide to the President.
2. Perform the duties of the President in the absence or inability of that officer to serve.
3. Assume other responsibilities as assigned by the Executive Board.
4. Coordinate the general activities of Fundraising Committee. See Committee Description for details.

Effort required: 15-20 hours/month Sept-Aug

### **The Treasurer shall:**

1. Be responsible for and have custody of all funds of Bei Dou Xing.
2. Develop with the Executive Board an annual budget to be distributed to and approved by the membership of at the first general membership meeting of the school year.
3. Make disbursements as authorized by the Executive Board in accordance with the budget.
4. Make financial reports at all organization meetings and at other times requested by the Executive Board.
5. Prepare all required tax forms or seek out professional assistance as necessary to complete them.
6. Ensure all procedures necessary to maintain non-profit and tax-exempt status are followed.
7. Coordinate the yearly Activity Fee.

Effort required: 15-20 hours/month Sept-Aug

A financial background or bookkeeping experience is recommended.

## **Roles and Responsibilities of the Bei Dou Xing Board**

### **The Secretary shall:**

1. Keep the minutes of all general meetings and meetings of the Executive Board.
2. Conduct correspondence and perform all other duties assigned.
3. Help recruit committee chairpersons for all vacant standing committees of the board.
4. Keep the calendar of events for Bei Dou Xing and distribute information as necessary for publication in the media.
5. Coordinate the general activities of the Communications Committee. See Committee Description for details.

Effort required: 15-20 hours/month Sept-Aug

### **The Community Building Committee Lead shall:**

Coordinate the general activities of the Community Building Committee. See Committee Description for details.

### **The BDX Classroom Liaison Committee Lead shall:**

Coordinate the general activities of the Classroom Liaison Committee. See Committee Description for details.

### **The Executive Board General Members shall:**

1. Attend PTO meetings as representatives of the Board (may alternate PTO meeting dates between members)
2. Coordinate the Chinese Immersion Parent Information Fair in December
3. Become involved with committees and help to coordinate activities as needed

### **The Kindergarten Representative shall:**

1. Act as a link between Bei Dou Xing and the new families entering the program
2. Become involved with committees and help to coordinate activities as needed

# **BeiDouXing Committee Job Descriptions 2012-13**

## ***Fundraising Committee Job Descriptions***

The Fundraising Committee is responsible for all BeiDouXing fundraising activities. Members will plan events and recruit volunteers to assist with fundraising initiatives.

### ***Spirit-wear Clothing***

Responsible for communicating information to families through folder notices, sending home order forms, collecting monies paid, distributing items, and asking for parent feedback about existing items and new item requests. Committee decides when and how many clothing sales to have during the year.

Effort Required: 4-6 hours, each sale.  
Some of the tasks will be during school hours.

### ***Lunar New Year Festival***

Plan and execute an in-school Lunar New Year event. This event will need a leader and several committee members.

Effort Required: Heavy participation for planning and organizing, Dec/Jan/Feb

### ***Longevity Night Out (4-5 members)***

Organize the night out event to be held at a local venue. Work on the event side of Longevity (working with venue, selling tickets, marketing, etc.). Coordinate with the Silent Auction team.

Effort Required: 25-35 hours pre-planning, 15 hours week of event, April  
This event can be planned outside of school hours.

### ***BeiDouXing Silent Auction (4-5 members)***

Organize the silent auction which will be held during the Longevity parent night out. Solicit and organize items for the Silent Auction. Coordinate with the teachers for the classroom auction items. Coordinate with the Longevity team.

Effort Required: 25-35 hours pre-planning, 15 hours week of event, April  
This event can be planned outside of school hours.

### ***Fundraising Dinners***

Provide opportunities for families and friends to get together 3-4 times during the school year at local restaurants where a portion of the proceeds will benefit BeiDouXing. Communicate to parents via the web site, e-mail, and flyers.

Effort Required: 10-12 hours, during school year.

### ***Audiobooks***

Organize and coordinate audiobook recordings with the XinXing teachers.

Effort Required: 10-12 hours, during school year.

# Roles and Responsibilities of the Bei Dou Xing Board

## ***Community-Building Committee Job Descriptions***

The Community-Building Committee is responsible for strengthening the relationship between XinXing, BeiDouXing, the Hopkins school district, and the local Chinese-community.

### ***Lunar New Year Performance***

Work with Hopkins' staff to help with the performance as requested. Organize parent volunteers to support performance. Organize the Bei Dou Xing reception following the performance.

Effort Required: Chairperson 25-30 hours pre-planning, Dec-Feb  
Heavy involvement required 1-2 weeks before performance in Feb  
Planning tasks will be during school hours.

### ***Cultural Events***

Provide support for miscellaneous cultural events throughout the school year (i.e. Passage to China). Work with Hopkins' staff to help plan and organize parent volunteers as required.

Effort Required: Chairperson - at least 4-5 hours  
Planning tasks will be during school hours.

### ***Chinese Book Fairs***

Organize at least 2 Chinese book fairs during the school year. Communicate with teachers to get grade level appropriate book lists and work with external vendor (China Sprout) to order and organize. Organize parent volunteers to staff book fair as required. Organize Book Plaques for purchased books as required. Work with Media Center to purchase books from book fair proceeds.

Effort Required: Chairperson 35-40 hours (split between book fairs)  
Tasks can be during parent/teacher conference breaks, BeiDouXing events.

### ***BeiDouXing Family Picnic***

Organize the Family Picnic in May. Secure location, communicate details to Communication Committee, organize games and set-up and clean-up volunteers.

Effort Required: 5-6 hours for planning.  
Event is on the weekend.

### ***XinXing Summer Playdates and Family Picnic***

Organize the 3 summer playdates (June, July, August) and the family picnic in August. Dates will be scheduled by the Board.

Effort Required: 5-6 hours for planning. Events are in the evening.

### ***Guest Cultural Resource Teachers Coordinator***

Work with Hopkins' staff to find host families for guest teachers. Organize parent volunteers to support host families by providing transportation requests and social outings outside the host family.

Effort Required: 10-15 hours, May/December, At-home/evening hours.  
Provide Q&A support to families: 1-2 hours/month, year-round

# Roles and Responsibilities of the Bei Dou Xing Board

## ***Communications Committee Job Descriptions***

The Communications Committee is responsible for informing the Hopkins Community of BeiDouXing news and distributing information on student, school, town, and community happenings, activities and programs of interest. The Communications Committee produces and coordinates all BeiDouXing communications.

### ***Bei Dou Xing e-Newsletter***

Up to 2 volunteers needed (more volunteer means the duty can be shared over the school year).

Duties: Gather information to keep parents informed of XinXing and Bei Dou Xing activities. Create content for update and work with school communication coordinator for inclusion in the weekly Connect Ed parent update email. This position requires attendance at the quarterly Bei Dou Xing parent meetings.

Effort Required: 2-3 hours/week during school year.  
Home/evening hours.

### ***Web Site/Blog Editor***

Ideally 2 volunteers needed to learn how to update site and then take turns updating the site during the school year

Activities: Maintain website for BeiDouXing. Site is to be a link for current and prospective parents.

- Collect information from e Newsletter, parents and school to post weekly during school year.
- Create posts and links in support of Bei Dou Xing fundraising and other events as needed
- Keep other site content updated and current.

Effort Required: 1-2 hours/week to update web site, year-round.  
Mostly work from home/evening hours.

### ***Online Forms Developer***

Ideally 2 volunteers needed to learn how to create forms and then take turns responding to forms requests during the school year

Activities: Develop online forms as needed to support BeiDouXing e-commerce and other online initiatives. Coordinate with website editor to include forms links on website.

Effort Required: 1-3 hours per form, as needed  
Work from home/evening hours.

### ***Facebook Editor***

Up to 2 volunteers needed (more volunteers mean the duties can be shared over the school year).

Activities: Gather information to keep parents informed of BeiDouXing activities and events. Coordinate with web editor as needed and post information on Facebook.

Effort Required: 2-3 hours/month, throughout the school year  
Home/evening hours.

## Roles and Responsibilities of the Bei Dou Xing Board

### ***Communications Committee Job Descriptions***

#### ***BeiDouXing Member Database***

Up to 2 volunteers needed.

Activities include:

- Maintain member database: add new families at the beginning of the school year and update for changes throughout the school year; work with Forms Developer to update contact info and photo upload forms as needed (requires Excel).
- Maintain the on line member directory: update directory at the beginning of the school year (September) and periodically throughout the year as new information is submitted (requires Excel and Adobe software).
- Picnic Photos for the directory: coordinate volunteers (1 to take photos and 1 to record information) for the photo table at the summer picnic in August. Coordinate with the Summer Picnic Committee as needed.

Effort Required: 25-30 hours, Aug/Sept; 1-2 hours a month Oct-June  
Most work can be done on computer from home/evening hours.

#### ***Publicity – External***

Up to 2 volunteers needed (more volunteers mean the duties can be shared).

Activities: prepare and release news releases to metro-area media about XinXing and BeiDouXing events and updates.

Effort Required: 2-4 hours/month, Sept-Aug  
Home/evening hours.

# Roles and Responsibilities of the Bei Dou Xing Board

## ***Bei Dou Xing Classroom Liaison Committee Job Descriptions***

\*\*\*Room Parents will be requested by each teacher as required. \*\*\*

*Eisenhower+XinXing School Communications Policy:*

1. *All communications to grade level parents will be sent out by the teachers.*
2. *Teachers are responsible for organizing and planning of all field trips.*

The BDX Classroom Liaison team will work with Bei Dou Xing to disseminate information to the classroom teachers. They may also assist in organizing fundraisers and various BDX activities within the classroom.

The BDX Classroom Liaison committee members will recruit BDX volunteers to help complete tasks identified by Bei Dou Xing. Some of these tasks may include:

### ***1. Classroom Set-up (start of school year)***

Communicate with staff and teachers before school begins to determine needs for volunteers to assist with classroom set-up before school starts (copying, laminating, cleaning, etc). Help find room parents per teacher request.

*Note: Teachers are responsible for recruiting parent volunteers to help with classroom clean-up when school ends.*

Effort Required: 2-3 hours to organize volunteer schedule, plus whatever hours you choose to volunteer to help!  
School day hours the week before starts and the week after school starts.

### ***2. Classroom Silent Auction Item for BeiDouXing Longevity Event***

Put together item(s) for the classrooms for the Longevity Silent Auction event. Coordinate and plan the with the Silent Auction event committee.

*Note: The BeiDouXing board will be responsible for the IKE Silent Auction Donation.*

Effort Required: 4-6 hours of planning, item needed for event in April,  
Hours to make the item vary depending on project and how much classroom parent help you ask for. Some projects may need in-class participation.

### ***3. Holiday and Year-End Teacher Gifts***

Coordinate year-end teacher gifts for classroom teachers and assistants.

Effort Required: 4-5 hours planning at the holiday and end of the school year.

### ***4. School Supply Coordinator***

Coordinate school supply online ordering.

Effort Required: 6-8 hours planning in April/May for ordering.  
2-3 hours to coordinate delivery and distribution of supplies to the classrooms in August the week before school starts.

## ***General Volunteer Support Opportunities***

BeiDouXing general volunteers opportunities are available throughout the school year and will be requested as needed.