



## BOARD DIRECTOR JOB DESCRIPTION

### JOB TITLE

Board Director

### DESCRIPTION

Board Directors form policy, conduct oversight, and uphold standards for Keisho Center.

Board Directors are not required to be involved with the day-to-day operations of Keisho Center. Instead, their role is to focus on the long-term vision, mission, and strategic plan of the institution. If a Board Director wishes to become more involved in the operations of the Center, they may do so upon consultation with the GM and Curriculum Coordinator.

The Board Director position is uncompensated.

The specific areas for which Board Directors are responsible and which require a formal vote are:

1. Fiduciary duties including approval of the annual budget
2. Election of new Board Directors
3. Election of Officers of the Corporation
4. Human resources including assisting with recruiting and approving the hiring of staff
5. Approval of expenditures over \$500 not included in budget line items such as purchases, gifts, and donations
7. Fundraising efforts, including submission of grant applications, that may generate more than \$1,000
8. Major programmatic decisions including: class sizes; additional classrooms; changes to major school-wide events; enrollment standards; and curriculum decisions

Keisho Center is self-sustaining through tuition. There are no current fundraising goals or programs at this time.

Board Directors are elected by a majority of all current Board Directors and serve a three-year term to begin on the day of their election. At the end of each Board Director's term, the Board must vote on their reelection. There is no term limit for Board Directors.

After stepping down, a Board Director may become Board Director Emeritus by a majority vote of the incoming board. Board Director Emeriti have no formal role or responsibilities. But they agree to be available for consultation on an as-needed basis.



## GUIDELINES

Board Directors must follow Keisho Center's [bylaws](#), [amendments](#), [Code of Ethics](#), and other policies as published on the Keisho Center homepage. Board Directors must sign the [Conflict of Interest Certification](#) (upon election and annually thereafter), and the [Grievance Procedure](#) and the [Code of Ethics](#) (upon election).

The Board of Directors normally has three board meetings each year, one each in the fall, winter, and spring. The meetings are normally held at Norwood School during regular school hours (9:00-12:30) and via Zoom.

Most discussions and votes are done via email with a one-week discussion period and another week for a vote. Online discussion happens year-round; the board typically votes on one proposal each month via email. Refer to [Process for Making Board Decisions by Email](#).

Board Directors are expected to respond to emails in a timely fashion.

Board Directors are invited to every Keisho Center event. As a courtesy, please confirm in advance your attendance at Keisho Center functions and also communicate beforehand other visits (i.e. dates, times, and additional guests) with the GM.

The General Manager is the link between the board and the staff. Board Directors should not contact staff directly about board issues, but should instead work with/through the GM when they would like to communicate with staff.

## QUALIFICATIONS

1. Fluent in English (working knowledge of Japanese preferred)
2. Connections to the community: Keisho Center parent, community member, or alumni
3. Knowledge of Japanese language and culture
4. Experience with heritage or second language education
5. Experience working with non-profit organizations
6. Connections with other Japanese institutions in the D.C. area
7. Finance, accounting, law, and/or corporate management background
8. To avoid conflicts of interest, Board Directors shall not simultaneously be employed by Keisho Center nor be related to any member of paid staff