



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 our long-term vision, mission, and strategic plan. If a Board Director wishes to become more involved in the operations of the Center, he/she may do so upon consultation with the GM and Curriculum Coordinator.

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

1. Fiduciary duties including annual budget
2. Election of new Board Directors
3. Election of Officers of the Corporation
4. Human resources including recruiting and hiring staff
5. Purchases over \$100 not included in budget line items
6. Donations from Keisho over \$100
7. Fundraising efforts that may generate more than \$100
8. Major programmatic decisions including: class sizes; additional classrooms; changes to major school-wide events; enrollment standards; and curriculum decisions

Keisho is self-sustaining through tuition and there is no fundraising role for board members at this time.

Directors hold office for a three (3) year term that can be renewed once, for a total of six (6) consecutive years, followed by at least one mandatory year off before being eligible to be reelected.

After stepping down, a Board Director may become Board Director Emeritus by a majority vote of the incoming board.



GUIDELINES

Board members are expected to follow Keisho's bylaws, amendments, and policies and sign the Conflict of Interest Certification (annually), Grievance Policy, and the Code of Ethics.

The Board of Directors normally has three face-to-face board meetings each year, one each in the fall, winter, and spring. The meetings are held at the Norwood School classroom #254 (adult classroom) from 9:00-11:00 a.m.

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 to board@keisho.org in a timely fashion.

Board Directors are invited to every Keisho event. As a courtesy, please confirm in advance your attendance at Keisho 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 members 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