



OFFICERS OF THE CORPORATION

President and Chairman of the Board

In addition to the duties outlined in Keisho's bylaws, the President handles payroll, verification of employment eligibility, and is authorized to sign for expense reimbursements. He/She works closely with the General Manager and Treasurer to write and present the annual budget to the board. He/She assists the General Manager in preparing the agenda for board meetings and works with him/her to make sure board resolutions are carried out. He/She acts as a spokesperson for the organization. The President and Chairman of the Board is a Board Director and an uncompensated Officer of the Corporation.

Board Secretary

In addition to the duties outlined in Keisho's bylaws, the Secretary ensures the safety and accuracy of all board records. The Board Secretary is a Board Director and an uncompensated Officer of the Corporation.

Chief Executive Officer (CEO) / General Manager ("GM")

In addition to the duties outlined in Keisho's bylaws, the Chief Executive Officer (CEO) / General Manager ("GM") is responsible for the day-to-day operations of Keisho Center. The GM oversees operations to make sure that Keisho Center runs smoothly, and to provide a safe and productive educational environment for students, teachers, staff, and families. The GM is the supervisor of Education Team members and point-of-contact between teachers/TAs and the Board of Directors. The GM is a compensated Officer of the Corporation and is invited to participate in board meetings, but is not a Board Director and thus not a voting member of the board.



Treasurer / Bookkeeper

In addition to the duties outlined in Keisho's bylaws, the Treasurer / Bookkeeper is responsible for Keisho's accounting including issuing tuition invoices, collecting tuition and payments, paying bills, issuing checks on behalf of Keisho, and helping to develop the annual budget. He/She works with the President and General Manager to ensure that appropriate financial reports are made available to the board on a timely basis and manages the board's review of and action related to its financial responsibilities. He/She oversees an annual audit and reports the audit committee's findings to the Board. The Treasurer is a compensated Officer of the Corporation and is invited to participate in Board meetings, but is not a Board Director and thus not a voting member of the board.