



## OFFICERS OF THE CORPORATION

### President

The Keisho Center President, together with the Board of Directors and paid staff, creates policies and oversees the mission of Keisho Center as a heritage language center. The President and the Board of Directors are governed by Keisho Center's [bylaws](#), [amendments](#), and [Code of Ethics](#).

The President is an uncompensated Officer of the Corporation.

The President is elected by a majority of the Board of Directors and serves a three-year term that begins on the day of their election. The Board of Directors holds an election at the end of the President's term. There is no term limit. (1)

The President is a member of the Board of Directors and has one vote on proposals put before the board. The President performs the regular duties of a Board member as outlined in the [Board of Director Job Description](#).

In addition to these responsibilities, the President acts as a spokesperson for the organization. As such, the President may be asked to act as master of ceremonies at Keisho Center events such as undoukai, mochitsuki, and Sakura Matsuri or represent the organization at community events such as those held at the Embassy of Japan.

The Board has delegated day-to-day financial management to the Treasurer and General Manager (GM), under the supervision of the President. Supervisory duties of the President include:

1. Signing expense reimbursements for the GM or family members of the GM.
2. Reviewing the timesheets for the GM and Treasurer (monthly).
3. Reviewing financial reports submitted by the Treasurer which include the Profit and Loss Sheet, Balance Sheet, and Statement of Cash Flow Sheet (monthly).



Other ancillary duties of the President may include:

1. Signing expense reimbursement for any employee or volunteer if the GM is unavailable.
2. Reviewing and signing grant applications and grant status reports.
3. Serving on the budget, audit, and/or fundraising committees.
4. Mediating sessions among Keisho Center staff members and/or volunteers according to the [Grievance Procedure](#) should the GM have a conflict of interest.

### **Secretary**

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

### **Chief Executive Officer (CEO) / General Manager (GM)**

In addition to the duties outlined in the 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 for the Education Team 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. However, the GM is not a member of the Board of Directors and thus does not have voting privileges. See [General Manager Job Description](#).

### **Treasurer**

In addition to the duties outlined in the bylaws, the Treasurer is responsible for Keisho Center's accounting which includes preparing payroll, verifying employment eligibility, issuing tuition invoices, collecting tuition and other payments, paying bills, issuing checks on behalf of the organization, and helping to develop the annual budget. The Treasurer works with the President and GM to ensure that the Board receives financial reports in a timely manner and reviews them. They also oversee an annual audit and report 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. However, the



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Treasurer is not a member of the Board of Directors and thus does not have voting privileges. See [Treasurer Job Description](#).