

行政職責簡介

ORGANIZATIONAL RESPONSIBILITIES

會長 Chairman	<ul style="list-style-type: none"> 召開，主持理事會及執行各項決議 Hold/Execute Board Meetings and Board Decisions
業務副會長 Vice Chairman	<ul style="list-style-type: none"> 代理會長主持會議,負責督導廣宣公關部門及社區內成人活動 Assist Chairman
副會長/校長 Vice Chairman/ Principal	<ul style="list-style-type: none"> 協調學校行政校務事宜. Coordinate administration and academic affairs. 擬訂學校預算及行事曆. Establish school budget and calendar. 理事會報告校務進展.對外代表學校. Report to Board of Directors. Attend regional activities.
執行秘書 Executive Secretary	<ul style="list-style-type: none"> 收發協會信箱郵件 Mailbox 會議紀錄 Meeting minutes 手冊 Handbook. 籌款晚會 Fundraising banquet. 協會學校網頁 Web site maintenance
財務部 Finance <ul style="list-style-type: none"> 出納組 A/P & A/R 薪津組 Payroll 	<ul style="list-style-type: none"> 編列預算,管理經費 Plan, control budget, Income Tax 籌款晚會 Fundraising banquet 保管支票簿 Checkbook 進帳登記 Maintain income record 雜項支付 Make payments
廣宣部 Promotion <ul style="list-style-type: none"> 編輯組 Editing 公共宣傳組 Public Relations 廣告募集組 Advertising 	<ul style="list-style-type: none"> 年度廣告徵集,募款,宣傳活動 Marketing and Advertisements 富華報導,年刊 Newsletters, Annual report. 聯誼地方政府,各中文學校,發展社區學區關係 Liaison to local governments, community, school district, and other Chinese schools. 發佈新聞廣告 Release news. 禮卷銷售 Market script sales.
活動部 Events <ul style="list-style-type: none"> 校外活動組 Off-Campus Events 校內活動組 On-Campus Events 家長連絡組 Room-Parents 	<ul style="list-style-type: none"> 社區成人活動,協會聯誼策劃 Coordinate adult activities 協會各項聯誼,體育活動 BBQ, camping, carnival, sports 協助選出家長代表 Parent leader election. 家長服務及記點 Parents service assignments and service records. 書法/海報比賽,演講/朗誦比賽 Speech contest, Calligraphy contest. 結業式 Award assembly

總務部 Office Management <ul style="list-style-type: none"> 校園安全組 Campus Safety 器材組 Equipments 採購組 Office Supplies 	<ul style="list-style-type: none"> 巡視校園,學生安全 Maintain student safety on campus 購買器材用具 Equipment maintenance. 文具/禮品採購 Stationary, supplies. 協助一般行政檔案保存 Keep records.
教務部 Academics <ul style="list-style-type: none"> 校務行政組 School Administration 師資教學組 Education 註冊組 Registration 	<ul style="list-style-type: none"> 教材採購編制,教務行政協調 Teaching material, academic coordination, 師資培訓,教師出席 Teacher / Staff Development, attendance. 學生分班換班 student placement. 召開教務會議 parent-teacher, conference 招生註冊,會員名冊,資料管理 Student registration, membership database, record keeping. 模範生表揚 Student of the month 獎學金 Scholarship

法律顧問 Legal Advisors	協會組織,法律問題 Corporate formation, legal issues.
陽光合唱團 Sunshine Choir	組織成人合唱團 Organize adult choir group.
長青會 Senior Club	組織年長會員活動 Senior club activities.
SGA	青少年組織活動 Second generation activities.
義工及校務顧問 Volunteer & School Advisor	組織高中生義務工作 Coordinate high school volunteer duties.