

**CCEA Board Positions
Roles & Responsibilities**

The 2020 CCEA Executive Board shall be comprised of the following 17 positions:

- President (1) - Sandra Skaf
- Vice President (1) - Miyuki Takashima
- Membership Coordinators (2) - Malinee Carnegie, Masako Noda
- Financial Coordinators (2) - Rachel Hyatt, Sakiko Kato
- Program Coordinators (4) - Gwyn Wilson, Yuen-Ling Laurence, Takeno Matsuda, Naomi Hasegawa
 - Program Support - Yenling Chou Sato, Chris Wyckoff
- Marketing Coordinators (2) - Lisa Brasher, Sumiko Adams
- Administrator (1) - Betsy Young
- Recruitment Coordinators (2) - Asaka Takeshima, Tammy Miller
- Catering Coordinators (2) - Mehtap Kasap, Fumika Kusano

Each Board position term is one calendar year, serving the CCEA from January - December.

All board members should ensure they can commit to the following terms:

- They will reside in Japan for the duration of the one year term
- Can attend a majority of all general and board meetings
- Can effectively carry out the responsibilities outlined in this document
- Can effectively manage their positions folder on Google Drive and update it as needed
- Can effectively access the shared folder on Google Drive and check it regularly to stay up to date with regards to CCEA matters and important information, references and documents from previous years

When old/new Board Members have joint meetings at the end of the year or in January, all important data files, documents, and records must be updated (when necessary) and transferred over from the old Board to the new Board. The Gmail and Drive password needs to be transferred from the Old President, Vice President and Membership Coordinators to the new President, Vice President and Membership Coordinators.

This document shall be updated yearly with applicable inputs from each board position, and when changes to the bylaws take place,

Updated October 2018

Updated October 2019

Updated May 2020

**President
(Non-Japanese Member)**

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaws Operational Regulations.
- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Has served on the CCEA BOARD for at least 1 (one) term.
- Support coordination, organization, and attendance at all CCEA activities.
- Establish trust, and create an effective working alliance among board and general members.
- Guide board members with yearly goal setting, new programs and task prioritization.
- Oversee the year's budget, audit and work closely with Financial Coordinators to ensure that all financial reports are up-to-date, checked and justified.
- Coordinate with Financial Coordinators and Vice President, at the January positions' orientation meetings, to discuss a preliminary Distribution of Funds report to present to the board at the January Board meeting.
- Coordinate with the Financial Coordinators and Vice President, in January, to set up the Projected Expenses Report to present to the board at the January Board Meeting, and to the general membership at the February General Meeting, and by attachment to the February General Meeting email.
- Collaborate with Vice President and Financial Coordinators to present the Distribution of Funds report to the board at the February Board meeting. A majority vote of the board must be obtained to go forward with such a report.
- Approve financial and executive decisions.
- Approve all emails and communications before they are sent out.
- Approve the Newsletter before it is sent out.
- Manage the Nagoya CCEA Google Email and Drive Accounts:
- Update Password Annually.
- Share applicable folders/documents with respective positions.
- Clean up Google Drive as necessary.
- Create Google Forms as needed.
- Read and Respond to general inquiry emails in a timely manner.
- Ensure all Non-Japanese board positions are filled.
- Ensure that each and all board members understand and execute the tasks for which they are responsible.
- Ensure that each and every board member fulfills her duties without scrutinizing the tasks of other board positions.
- Coordinate with Membership Coordinator, the registration process in January, the upkeep of the membership lists, (waitlist, mailing, Star members, guests, interested, interest group members, etc.) and the evaluation and approval of Honorary / Star membership requests.
- Consult with Membership Coordinators and Financial Coordinators to ensure that all memberships are paid on or before the deadlines.
- Mediate when disagreements occur amongst Board Members and/or General Members.
- Engage with Programming Coordinators in January, to ensure early planning for monthly general meeting topics and budgets.
- Engage with all confirmed Board Members in early January, to provide them (again) with the Roles and Responsibilities document and set up orientation meetings with the coordinators from each position to discuss the year's operations' system and documents.
- Engage with Interest Group Leaders in early January, to provide them with the Roles and Responsibilities document and set up the meeting date to discuss the year's operations' system and documents.
- Meet with Interest Group Leaders in January to discuss the year's operations' system and go over the Roles and Responsibilities document.
- Evaluate and discuss the current year's system of operations, events and activities with the current board members at the last board meeting in December, and make suggestions to improve the following year's system of operations.
- Update The Roles and Responsibilities documents on a yearly basis, based on the year-end evaluation and when needed.

- Update the Bylaws and CCEA Bylaws Operational Regulations on a yearly basis, based on the year end evaluation and when a motion is presented and passed.
- Email CCEA Bylaws and CCEA Bylaws Operational Regulations to all members annually, usually with the Registration email in January, and with the board members selection in October/November.
- Provide Board Members all General Meeting and Board Meeting dates in January:
 - General Meetings; First Friday of Every Month, 10-12
 - Board Meetings: One Week after General Meetings, 10-12
- Preside over and support General Meetings:
 - Issue Reminder Email 1 Week Prior to General Meeting to General Membership.
 - Call to Order & Adjourn General Meetings.
 - Open General Meeting with Important Reminders and Announcements:
 - Welcome Guests.
 - Celebrate Monthly Birthdays.
 - Vacant Board Positions/Interest Group Leaders.
 - Next Month's General Meeting Topic.
 - Introduce Guest Speakers, if required.
 - Attend Monthly General Meeting Lunches.
- Preside over Board Meetings:
 - Issue Reminder Email 5 days prior to Board Members.
 - Prepare and Issue Board Meeting Agenda, covering all important topics (at a minimum, each board position should provide a report on their position, and any actions required for the next General Meeting).
- Plan, Execute and Work Closely with the Vice President and the help of various Coordinators to coordinate the Annual Holiday Luncheon (December General Meeting).
- Appoint Holiday Luncheon committees, consulting with the Vice President, to act as lead for planning and updates.
- Oversee recruitment and assignment of Board Members and Interest Group Leaders for the following year:
 - Engage and Consult with current Board Members and Interest Group Leaders in early October to organise and fill the following year's positions.
 - Email General Membership, in mid October, the open positions, the CCEA Bylaws and CCEA Bylaws Operational Regulations, and the Roles and Responsibilities.
- Prepare a detailed Presidential report to upload onto Google Drive and to share with the upcoming President.
- Engage with all Board Members, after the luncheon, to fill out and present their positions' final reports at the last board meeting of the year (one week after the luncheon).
- Upload all documents and reports to the correct folder on the Google Drive on an on-going basis.
- Ensure that Google Drive is up-to- date before the hand-over of the President's Position.
- Meet and train the New President:
 - Transfer all information deemed important.
 - Provide the password to the Google Drive and Gmail Account.
 - Go through and explain all of the folders and documents on Google Drive.
 - Discuss in detail the Presidential Report.
- Coordinate, with the following year's President, the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
- Attend Welcome Tea and Interest group events whenever possible.
- Perform administrative tasks as needed.
- Create Google documents (forms, spreadsheets, slides, etc..) to support General Meetings, Registrations, Presentations, etc.
- Create a view only folder on Google Drive, and give a View Only access to all board members. This view only folder should include the documents from the previous year's view only shared folder, minutes from the previous years, copies of the financial report, current minutes, roles and responsibility document, bylaws and other documents deemed important for board members to view for reference and decision making.
- Create folders for each group of coordinators on Google Drive.
- Create means of communication (Facebook chats) to facilitate coherent and constant communication with the board members.
- Be informed of all communications taking place with regards to CCEA matters and decisions.

- Present oneself as the face of CCEA, and help promote CCEA whenever possible.

**Vice President
(Japanese Member)**

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaws Operational Regulations.
- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Has served on the CCEA BOARD for at least 1 (one) term.
- Act as President in the absence of the president.
- Assist President in actions below:
 - Create a working alliance among Board Members and General Membership.
 - Establish trust and agree on goals and tasks for each Board member.
 - Ensure all officer positions on the Japanese side are filled in the event of a vacancy.
 - Ensure all officers on the Japanese side complete the tasks for which they are responsible.
 - Ensure that each and every board member fulfills her duties without scrutinizing the tasks of other board positions.
 - Mediate when disagreements occur amongst Board Members.
 - Ensure that the programs for the upcoming year are confirmed as early as possible.
 - Coordinate with Financial Coordinators and President, at the January positions' orientation meetings, to discuss a preliminary Distribution of Funds report to present to the board at the January Board meeting.
 - Coordinate with the Financial Coordinators and President, in January, to set up the Projected Expenses Report to present to the board at the January Board Meeting, and to the general membership at the February General Meeting, and by attachment to the February General Meeting email.
 - Collaborate with President and Financial Coordinators to present the Distribution of Funds report to the board at the February Board meeting. A majority vote of the board must be obtained to go forward with such a report.
 - Approve financial and executive decisions.
 - Have lunch with the guest speaker.
 - Present oneself as the face of CCEA and promote CCEA whenever possible.
 - Attend the Meet and Greet luncheon and interest group meetings whenever possible.
 - Confirm membership discounts with local businesses before distributing CCEA membership cards in February.
 - Make reservations and sign-up sheets for lunch following General Meetings.
 - Make arrangements for baby-sitting services for General Meetings and Holiday Luncheon.
 - Keep the babysitting health and consent form up-to-date by checking with mothers at the G.M. and Luncheon.
 - If the Board deems insurance to be necessary, buy volunteer insurance for babysitting service from Nagoya City Social Welfare Council at Takaoka Fukushi Kaikan (near the Takaoka Station, Sakuradori Line).
 - Keep files that the former vice president made as reference for transition of the board.
 - Recruit Japanese Board Members for the following year.
 - Renew annual registration of CCEA at the Aichi International Association at Aichi International Plaza (April).
 - Fill out the end of year report to present at the last board meeting of the year. It will be uploaded onto the Drive.
 - Train the upcoming year's Vice President.
 - Be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
 - Present oneself as the face of CCEA, and help promote CCEA whenever possible.

**Membership Coordinators
(1 Japanese Member and 1 Non-Japanese member)**

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaws Operational Regulations.
- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Prepare membership registration forms that include: email address, phone number, emergency contact and phone number, payment information, updated status when membership numbers are reached, board positions interest

and interest groups registration, agreements notice, terms and conditions notice, babysitting health and consent form.

- Maintain a list of registered and paid members' names, birthdays, phone numbers, email addresses, and emergency contact information.
- Consult with the Vice President to update the babysitting consent and health forms when needed.
- Read and Respond to membership inquiry emails in a timely manner.
- Engage with qualified members for Honorary/Star membership who requested to be evaluated for Honorary / Star membership status, if they want to register for that program at the registration for the year.
- Notify members that all the newsletters will be sent by email, and to please notify us if they want it mailed.
- Keep track of guests at General Meetings and notify them when they are eligible for membership or waiting list.
- Keep track of names on waiting lists.
- Ask Potential Honorary Members and Star Members if they want to register for the memberships at the registration for the year.
- Take attendance at General Meetings.
- Provide a list of monthly birthdays to the Newsletter Editor and President to announce at the General Meetings.
- Provide a list of guests to the President at General Meetings.
- Handle inquiries from members regarding membership issues under review by the President and/or Vice President.
- Notify all related interest group leaders about new members' email addresses.
- Provide all members with brochures, flyers from local businesses that are of help / interest to all.
- Fill out the end of year report to present at the last board meeting of the year. It will be uploaded onto the Drive.
- Train the upcoming year's Membership Coordinators.
- Be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
- Participate in different activities to promote CCEA, if possible.

Financial Coordinators

(1 Japanese Member and 1 Non-Japanese Member)

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaws Operational Regulations.
- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Coordinate with the President and Vice President, at the January positions' orientation meetings, to discuss a preliminary Distribution of Funds report to present to the board at the January Board meeting.
- Coordinate with the President and Vice President, in January, to set up the Projected Expenses Report to present to the board at the January Board Meeting, and to the general membership at the February General Meeting, and by attachment to the February General Meeting email.
- Collaborate with the President and Vice President to present the Distribution of Funds report to the board at the February Board meeting. A majority vote of the board must be obtained to go forward with such a report.
- Approve financial and executive decisions.
- At General Meetings:
 - Collect general fees (membership fees, subscriber fees, guest fees).
 - Collect special fees (Holiday luncheon, field trips, money for craft workshops).
 - Inform Membership Coordinators of members who have not yet paid their membership or subscriber fees.
 - Receive, check and maintain member's receipts for reimbursement purposes (all the original receipts must be kept for two years).
 - Reimburse member expenses for copies, postage, newsletter, etc.
- Prepare monthly Financial Report following General Meetings.
- Prepare an annual report at Year End.
- Cross-check reports with fellow Treasurer.
- Submit a written report audited by President, Vice President and Japanese Treasurer of previous year (historically done mainly by Vice President and/or Treasurer of previous board on the Japanese side) and a written projected

expenses report approved by the current board at the first General Meeting of the following year and outline the financial and projected expenses reports orally.

- At Board Meetings:
 - Present the monthly Financial' Report.
- Fill out the end of year report to present at the last board meeting of the year. It will be uploaded onto the Drive.
- Train the upcoming year's Financial Coordinators.
- Be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
- Participate in different activities to promote CCEA, if possible.

Program Coordinators (2 Japanese Members and 2 Non-Japanese Members)

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaw Operational Regulations.
- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Plan February - December General Meeting topics and subjects with other Board Members.
- At least one (1) coordinator needs to take on the role of IT / Tech support agent along with a marketing coordinator at every General Meeting, ensuring that all electronic devices are well connected and ready for the presentation.
- For General Meetings:
 - Book Seminar Room 1 & 2, as well as the Children's Room on the first floor of Will Aichi (can be done 6 months in advance), for the first Friday of every month (9am-12pm).
 - Determine list of notional topics/speakers in January
 - Finalize meeting logistics such as speakers, fees, materials, honorarium, lunch, A/V equipment, parking/transportation, etc.
 - Prepare a brief introduction for any guest speakers for the President or one Program Coordinator to read to all members.
- At General Meetings:
 - Visit the Will Aichi 2F office at 9:00 a.m. to ask them to open the Seminar Room 1, 2 and Children's room. Pay room rental fee.
 - Arrange parking tickets for the speaker and catering coordinator.
 - Arrange the equipment necessary for each General Meeting (microphones, projectors, etc.)
 - Check that equipment in the meeting room is in working order before the meeting.
 - Call room inspectors after cleaning up the meeting rooms following General Meetings.
- For Holiday Luncheon:
 - Work Closely with the President and Vice President when planning the Holiday Luncheon.
- Make an annual record of monthly activities working with the Board. The record should include: 1) Date, 2) Place, 3) Title/Content of the Program, 4) speaker/Presenter's name and 5) number of participants, and should be permanently filed.
- Provide Marketing Coordinators with the details of the program of the month and a sneak peek of the following month to include in the Newsletter.
- Assist Newsletter/Website Editor to take photos during the General Meetings and post on the website / Facebook.
- Fill out the end of year report to present at the last board meeting of the year. It will be uploaded onto the Drive.
- Train the upcoming year's Program Coordinators.
- Be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
- Participate in different activities to promote CCEA, if possible.

Marketing Coordinators (1 Non-Japanese Member, 1 Japanese Member)

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaw Operational Regulations.

- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Solicit members for monthly newsletter topics (including Interest Group events)
- Create, edit and send a PDF newsletter to the president by the 23rd every month.
- Print and mail newsletter to 8 existing members without email.
- Maintain and update CCEA website to distribute information on upcoming CCEA General Meetings and Interest Group Activities.
- Take photos at General Meetings, and post to CCEA Facebook Group Page and Website.
- Assist the program coordinators at every General Meeting, ensuring that all electronic devices are well connected and ready for the presentation.
- Assist in finding interesting events around Nagoya every month for page 4 of the newsletter (if needed).
- Work with Interest Group Leaders to gather monthly event dates for upcoming newsletter.
- Japanese Marketing Coordinator: Help translate English into Japanese for addressing envelopes to mail out 8 members without email addresses.
- Fill out the end of year report to present at the last board meeting of the year. It will be uploaded onto the Drive.
- Train the upcoming year's Marketing Coordinators.
- Be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
- Participate in different activities to promote CCEA, if possible.

Administrator
(1 Non-Japanese)

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaws Operational Regulations
- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Take minutes at all Board Meetings and email them to Board Members prior to the next Board Meeting.
- Create and assist with Facebook events, as necessary.
- Assist the President in the following when needed:
 - Manage the Nagoya CCEA Google Email.
 - Share applicable folders/documents with respective positions.
 - Clean up Google Drive as necessary.
 - Create Google Forms as needed.
 - Read and Respond to general inquiry emails in a timely manner.
- Moderate Posts and filter pictures on the CCEA Facebook page.
- Assist the CCEA President & with any other organizational and administrative needs.
- Fill out the end of year report to present at the last board meeting of the year. It will be uploaded onto the Drive.
- Train the upcoming year's Administrator.
- Be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
- Participate in different activities to promote CCEA, if possible.

Recruitment Coordinators
(1 Japanese Member, 1 Non-Japanese Member)

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaw Operational Regulations.
- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Attend a majority of all monthly general and board meetings.
- Plan and Host Quarterly Welcome Tea events for interested members to learn about and join CCEA.
- Follow up with interested members on membership questions and information requests in a timely manner.

- Engage with guests at monthly general meetings, and encourage interested guests to become members.
- Fill out the end of year report to present at the last board meeting of the year. It will be uploaded onto the Drive.
- Train the upcoming year's Recruitment Coordinators.
- Be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
- Participate in different activities to promote CCEA, if possible.

Catering Coordinators
(1 Japanese Member and 1 Non-Japanese Member)

- Read, Understand, and Interpret the CCEA Bylaws and CCEA Bylaw Operational Regulations.
- Acknowledge, respect and follow CCEA's method of operations as outlined during the training session, and that CCEA follows the international understanding of teamwork and task distribution and fulfilment; i.e. exhibiting teamwork skills while respecting other board members without scrutinizing their position's tasks.
- Prepare a refreshment table for General Meetings.
- Prepare and pass around a "Refreshment sign-up sheet" at the February meeting.
- Each meeting should have 3 Japanese member names and 3 non-Japanese member names. These people will bring cookies, muffins, etc. and should arrive 30 minutes before the meeting.
- Make coffee in the CCEA coffee pot 45 minutes before the meeting begins.
- Make reminder phone calls 1 week prior to the General meeting to those who signed up to bring refreshments.
- Provide cold drinks during warmer months (May, June, September)
- Ensure all supplies are sufficient and buy whatever needs to be replaced. Keep all receipts in order to be reimbursed by Treasurers.
- Submit application form to access permission for use of a locker from Will Aichi every June. Remember locker # and combinations.
- Take home all items that will not fit in the locker.
- Take garbage home or to appropriate disposal places.
- Fill out the end of year report to present at the last board meeting of the year. It will be uploaded onto the Drive.
- Train the upcoming year's Catering Coordinators.
- Be present at the Joint Boards lunch in early January where both boards' coordinators (current and past) meet, exchange and discuss the previous year's reports, documents and all information that needs to be passed on.
- Participate in different activities to promote CCEA, if possible.