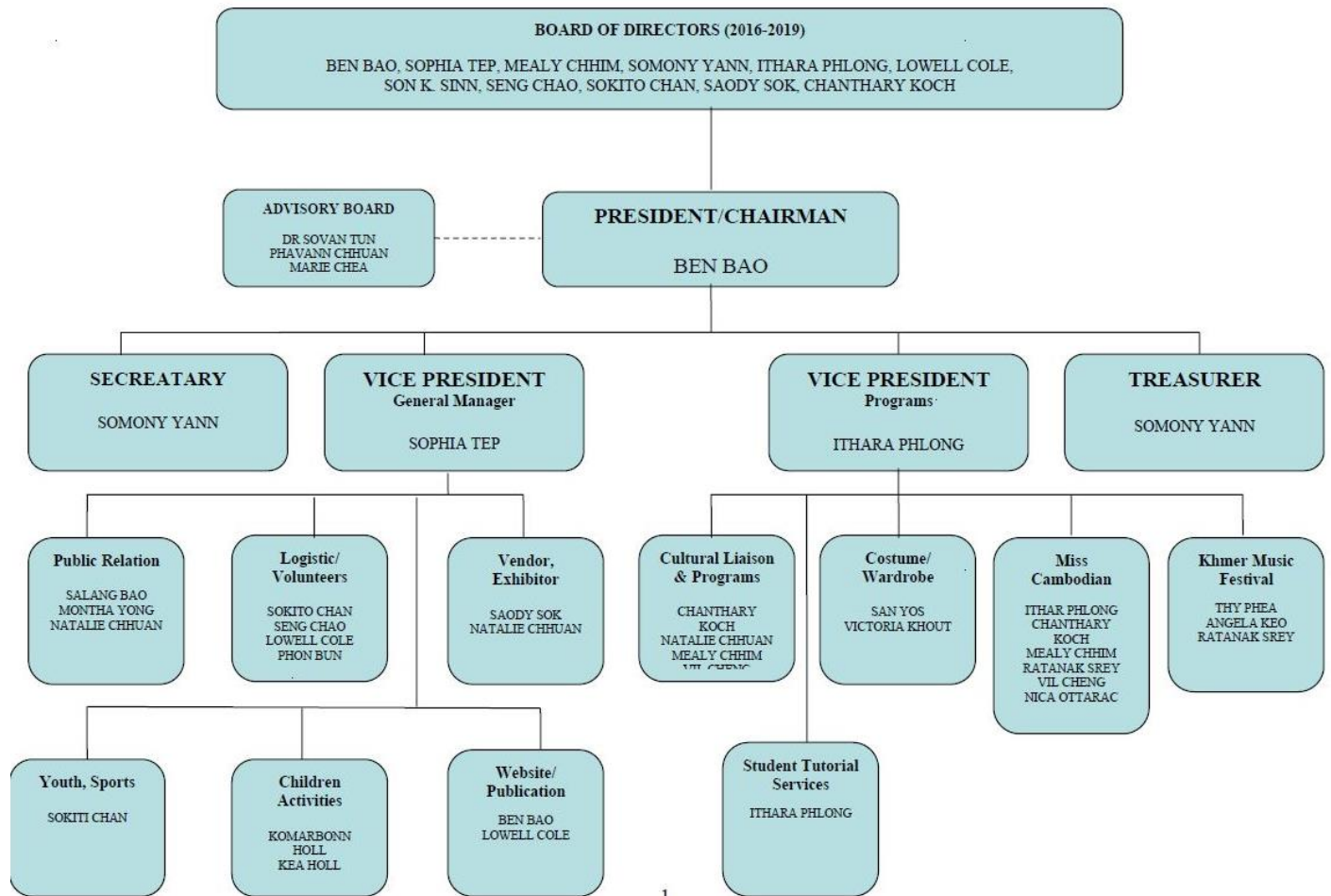


# Role Description and Responsibilities

## I. ORGANIZATION CHART



## **II. JOB DESCRIPTION**

The following are general guidelines, role description and responsibilities of officers of Cambodian Community Day (CCD), referred hereafter as the Corporation.

### **1. Officers**

#### **1.1 President**

The President shall be the Chairman of the Board of Directors and is responsible for the overall operation of the Corporation. He/she should preside of all Board and executive committee meetings.

#### **1.2 Vice President Administration/General Manager**

The VP Administration and Operation shall report to the President. He/she shall manage the day-to-day affairs of the Corporation, such as record keepings and Corporation activities. The VP for Administration and Operation shall oversee:

- The Public Relation and Membership Committee, who facilitates the election process and the recruitment of members;
- The administration of the Corporation, to make sure that everything abides by the rules, regulations, and legal affairs with the state and federal governments; he/she shall enforce the By-Laws upon all committees and members of the Corporation;
- The logistic arrangements in all events that the Corporation are undertaking; the logistic tasks include, but not limited to, the floor plan and map, setup tents, tables, stage, security, etc.;
- The management of food vending, art & craft exhibition including the search for the vendors, exhibitors, application processes, etc.;
- The volunteer recruitment task;
- The Website Committee;
- The development and monitoring of the public communication guidelines, flyers, advertising materials, souvenir book, and all publications for the Corporation;
- The coordination of children activities;
- The coordination with sport and traditional games, if appropriate or doable;
- Provide input(s) or suggestion(s) to other committees, Board of Directors, and/or Officers as deemed beneficial to the causes of the Corporation;
- Other tasks that the President deems they are necessary.

#### **1.3 Vice President for Programs**

The VP for Programs shall report to the President. He/she shall manage all programs, projects, and plans, as defined by the Corporation. The VP for Programs shall oversee:

- The Programs Committee, who explores cultural initiatives, programs, activities, projects, plans, and reach-out strategies for the Corporation;
- The promotion and development of schedules of all events;
- The monitoring of all implementation of cultural programs, projects, and plans in order to reassess and to ensure their effectiveness;
- The coordination and creation of the cultural and artistic performances by other cultural groups or by own Corporation; the initiative of picking of any appropriate show, providing all materials and means, searching for performers, coordinating the practices and rehearsals;

- The liaison, promotion and relationship with other cultural groups so that they come and participate in the Corporation event; the coordination of activities and shows including the name and type of show, show description and schedule;
- Provide input(s) or suggestion(s) to other committees, Board of Directors, and/or Officers as deemed beneficial to the causes of the Corporation;
- Other tasks that the President deems they are necessary.

## **1.4 Treasurer**

The Treasurer shall report to the President. He/she shall manage all financial transactions and shall have charge and custody of records of all funds and securities. The Treasurer shall:

- Perform bookkeeping;
- Receive and give receipts, thank you note or acknowledgment letter for moneys dues or donations that are payable to the Corporation from any sources;
- Deposit all moneys received in the name of the Corporation to its bank account;
- Have authorization to write check(s) for expenses related to the operations the Corporation;
- Shall prepare financial report quarterly and make it available for the Board of Directors and officers and/or members to view; shall prepare ad hoc financial report to be presented at any meeting is so asked by the President or the Board of Directors;
- Shall assist in fundraising activities;
- Perform other financial related duties as may be assigned by the President or by the Board of Directors.

## **1.5 Secretary**

The Secretary shall report to the President. He/she shall:

- Take and keep the minutes of meetings of the Board of Directors and or Executive Committee;
- Set up and announce any meeting that is planned or directed by the President and/or Board of Directors;
- Be a custodian of the corporate records;
- See that all notices are duly given in accordance with the provisions of these Bylaws and as required by laws;
- Keep a register of the post office address, name and email of each director, officers and member;
- Perform other administrative duties as may be assigned by the President or by the Board of Directors.

## **2. Committees**

In reference to the Bylaws, Article 11, Section 11.1, the Board of Directors may designate or create various committees by function. Each committee shall have a Chairperson and at least two members selected from the pool of members. One member could serve or chair in more than one committees. The CCD committees shall be deemed as strategic planners in a specific area of responsibilities. It collects information, researches and studies in any area of interest develop proposals and plans to be submitted to the Board of Directors for approval and Officers for implementation. It only reports the Board of Directors, but shares the area of responsibility and relationship with appropriate Vice President.

### **2.1 Public Relation and Membership Committee**

- Recruit new members (Founding member, Individual member, Honorary member) in the US or outside the US;

- Ask the potential member(s) to complete the Application Form for consideration and explain them about the Mission and Goal of the Corporation;

## **2.2 Cultural Liaison and Programs Committee**

- Shall explore cultural initiatives, programs, projects and plans and recommend them to the Board of Directors for approval;
- Shall determine the theme, cultural and artistic performance in any events and identify resource requirements;
- Shall determine the components of event, such as traditional and folk dances, games, food vending, art and craft exhibition, children activities;
- Shall provide a how-to description and blueprint of each program or show;
- Shall have duties to monitor the implementation of cultural programs, projects and plans;
- Shall, from time to time, complete progress reports and make them available to all members, the Board of Directors and the Officers’
- Serve as a liaison to other cultural groups and to the public.

## **2.3 Website Committee**

- The Website Committee shall have duties to guide, approve, and monitor a design and development of a corporate website, approve and monitor its contents to insure they are aligned with the overall mission, objectives and goals of the Corporation;
- The Website Committee shall submit website page presentations and contents to the Board of Directors and/or the Executive Committee for their approval;
- Shall develop and monitor public communication guidelines, flyers, advertising materials, plans and strategies for a purpose of outreaching to the public at large and gaining their support for the Corporation;
- Shall be responsible for publishing a yearly, souvenir book; shall decide the theme and contents of the book.

## **2.4 Logistics/Volunteers**

- Is responsible for coordinating with performers and dances leader to make sure that they are getting ready to perform;
- Is responsible for setting up a schedule for smooth flow of activities;
- Oversee the stage set-up, decoration, and work with sound engineer/technician to make sure all devices and microphone are working properly;
- Recruits Volunteers and coordinate their activities

## **2.5 Vendor, Art & Craft Coordinator**

- Is responsible for searching for Cambodian ethnic food vendors to be sold at any events;
- Facilitate the city/locality, vendor and CCD applications, collecting application fee for the City Park and Recreation Department, the Health Department, and the CCD;

- Is responsible for telling food vendor about the food license requirement, safety food handling regulations and arrange a training session for such purposes with the vendor and the Health Department;
- Shall work with the city/locality representative and food inspectors prior to and on the day of the event;

## **2.6 Youth and Sport**

- Shall coordinate youth activities;
- Shall provide mentoring and coaching services to any sports.

## **2.7 Children Activities Coordinator**

- Shall gather and develop traditional games for children and adults;
- Shall organize traditional sport such as tuck-of-war, tacky-sack, and other ball games;
- Shall write all game description and its history if applicable;
- Shall promote the awareness of the traditional and/or folk games.

## **2.8 Costume and Wardrobe**

- Shall assist program committee with respect to costume, jewelries, costume design and purchase;
- Shall keep inventory of costumes and jewelries;
- Shall recruit volunteers to assist in dressing-up performs
- Shall recruit make-up volunteers

## **2.9 Student Tutorial Services**

- Shall coordinate the tutorial services to all students in need for any subjects
- Shall recruit tutors for any subjects

## **2.10 Miss Cambodian American DC**

- Shall coordinate all activities related, but not limited to, recruiting contestants, providing orientation to all contestants;
- Shall communicate with contestants and their families and public;
- Shall provide guidance if needed to all contestants
- Shall recruit judges for the pageant;
- Shall guide the crowned Miss Cambodian for all interactions with the communities;

## **2.11 Khmer Music Festival**

- Shall coordinate all activities related to music performances at any CCD events;
- Shall develop planning of the music festival and submit it to CCD board of directors for approval before implementing the program;
- Shall communicate all matters with all CCD members, board of directors and the public.

## **4. Advisory Board**

The advisory board has a duty to advise the Corporation on matters that are deemed to be materially or morally beneficial to the cause of the Corporation. The advisory resolution is not binding. The Board of Directors and/or the Executive may accept or reject the advisory board recommendation.

### **III. Codes of Ethic**

Each member, regardless of his/her position with the Corporation, shall, to the best of his/her ability and conscience, abide by the following Code of Ethics and personal conduct.

1. A member shall conduct himself/herself with integrity and dignity and encourage such conduct to other members;
2. A member shall act with courage and strive to maintain, develop and improve his/her ingenuity, and physical and intellectual capacity;
3. A member shall exercise independent judgment;
4. A member shall apply, for himself/herself and with other fellow members, and the public in general, the concepts of helpfulness, truthfulness, perseverance and patience;
5. A member shall reasonably monitor his/her personal activities so as not to discredit the honor and the noble cause of the Corporation;
6. A member shall abide by all applicable laws and regulations in all states and countries where the business and affairs of the Corporation are conducted;
7. A member shall be receptive, objective and open minded;
8. A member shall respect other members' opinion and one would want his or her to be respected;
9. A member shall avoid destructive criticism and character assassination of any of the Corporation's members, community's members and any other person;
10. A member shall avoid other activities not mentioned above, but are deemed to be contrary to the overall mission, objectives and goals of the Corporation.