

Tuesday, March 30th, 2010

Dear Parents,

As we prepare for the upcoming school year, the Board is soliciting nominations for the 2010-2011 ECLC School Board.

Some of the responsibilities of the Board include determining the mission and vision of the school, setting overall school policies, approving annual fiscal budget and subsequent expenditures, setting general employee policies and pay scales, approving educational programs and curriculum, setting and evaluating the goals of the school and upholding the constitution of ECLC.

All Board positions are voluntary, served without remuneration. Board positions are a one year (June - June) commitment. Officers may be reelected for another term. Any parent is eligible for Board positions whether they hold a Korean or foreign passport.

Board meetings are held once a month and attendance is mandatory. In addition to monthly meetings, attendance is required at the annual Association General Meeting and any other special meetings deemed necessary.

On the reverse side of this letter you will find a list of the roles and responsibilities for the various Board positions. The following positions are available:

President  
Vice-President  
Secretary  
Treasurer  
Ex-officio  
PTA President

If you are interested in serving in any of the above Board positions, please contact me by Friday, April 16, 2010.

On behalf of the Board,

Sunny Park  
ECLC Board President

## Board Member Roles and Responsibilities

1. President. The President shall act as spokesperson for the Association. The President shall conduct monthly Board meetings and the Association meeting(s). The President should have a professional background and possess strong leadership skills.
2. Vice President. The Vice President shall assist the President and take over the duties of the President when the President is unable to do so. The Vice- President should have a professional background and possess strong leadership skills.
3. Secretary. The Secretary shall record and type minutes of the Board meetings and ensure that they are distributed to the Board. The Secretary shall record and type minutes of the Association meeting(s) and ensure that they are distributed to all Association members. The Secretary should possess strong English written skills.
4. Treasurer. The Treasurer shall maintain school funds, present a monthly financial statement to the Board, and prepare an annual budget. She/he has overall responsibility for the bookkeeping and accounting functions of the School. The Treasurer should have some knowledge of accounting.
5. Parent Teacher Association (“PTA”) President. The PTA President shall present a monthly report as a member of the school Board, updating the membership on the activities of the PTA.
6. Ex-Officio. A Board member who has to leave due to the fact they no longer have a child at ECLC, particularly a President, shall be asked to continue as a Board member in the capacity of Ex-Officio to provide continuation of working school knowledge and practices. When no such person exists, any former board member may serve as Ex-Officio.