

# **Duties and Responsibilities of School Committee Members**

The school committee members will work closely and cooperatively for the school maintenance and development as a team, however, each member takes his/her major duties and responsibilities as follows:

## **Joint Duties and Responsibilities**

- (1) To seek and acquire school venue;
- (2) To set the amount of the school fees and the school membership fee;
- (3) To appoint and dismiss paid teaching staff
- (4) To set the salary scale for teaching services;
- (5) To approve the school budget;
- (6) To make decision on buying, taking on lease or in exchange, hiring or otherwise acquiring any property for school use
- (7) To make decision on paying for the goods and services;
- (8) To make decision on providing our teaching resources and setting up charges for the main stream schools.

## **Chair**

- (1) To ensure that the school has adequate insurance cover its activities with adherence to child safety policies on both school days and at other school events;
- (2) To seeking and acquire funding for the school from appropriate sources;
- (3) To liaise with mainstream schools in the Durham area and beyond;
- (4) To represent the school and the Chinese community in Durham at civic and other public events and on public bodies;
- (5) To issue the school monthly newsletters.

## **Secretary**

- (1) To ensure that all students attending classes are registered and school fees are paid;
- (2) To ensure that all school members are registered and school membership fees are paid;
- (3) To ensure that the school operations on school days (currently Sunday) are maintained;
- (4) To prepare meeting agenda and keep the meeting minutes of all school meetings;
- (5) To organise annual school trips.

## **Treasurer**

- (1) To open and operate such bank and other accounts as the trustees consider necessary;
- (2) To borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed;
- (3) To keep all pay-in and pay-out payments and bank statements of all school accounts;
- (4) To help the Chair compose the school monthly newsletters by providing the bank statements.

## **Deputy Chair**

- (1) To organise cultural events, such as Christmas party, Chinese New Year celebration and Sports Day, etc.
- (2) To liaise with civic and other authorities for the support of cultural events;
- (3) To seek for goods and services as are acquired for carrying out the work of the school;
- (4) To maintain and equip the school properties for use;
- (5) To maintain and develop school website.

### **Teaching Coordinator**

- (1) To manage teaching activities by coordinating with teachers;
- (2) To ensure that teaching on school days (currently Sunday) for all classes are maintained;
- (3) To set the school curriculum for each class and maintain the appropriate standard;
- (4) To ensure that appropriate teaching materials are used and bought;
- (5) To organise proper teacher training.