

Sudanese American Community Classes in Maryland

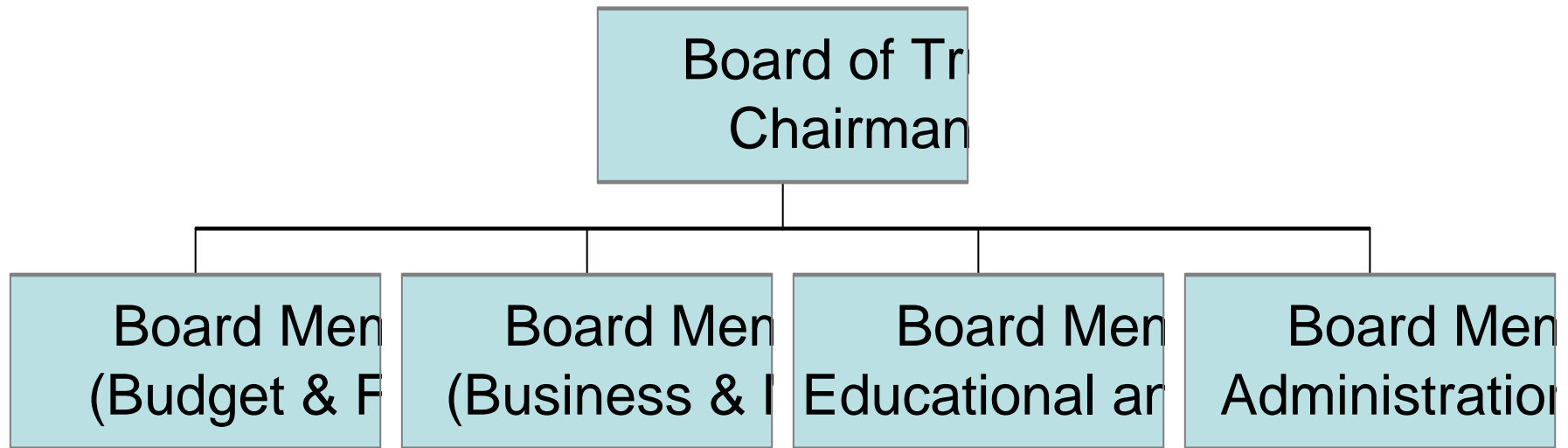
Proposed Organization Structure

April 2008

Background

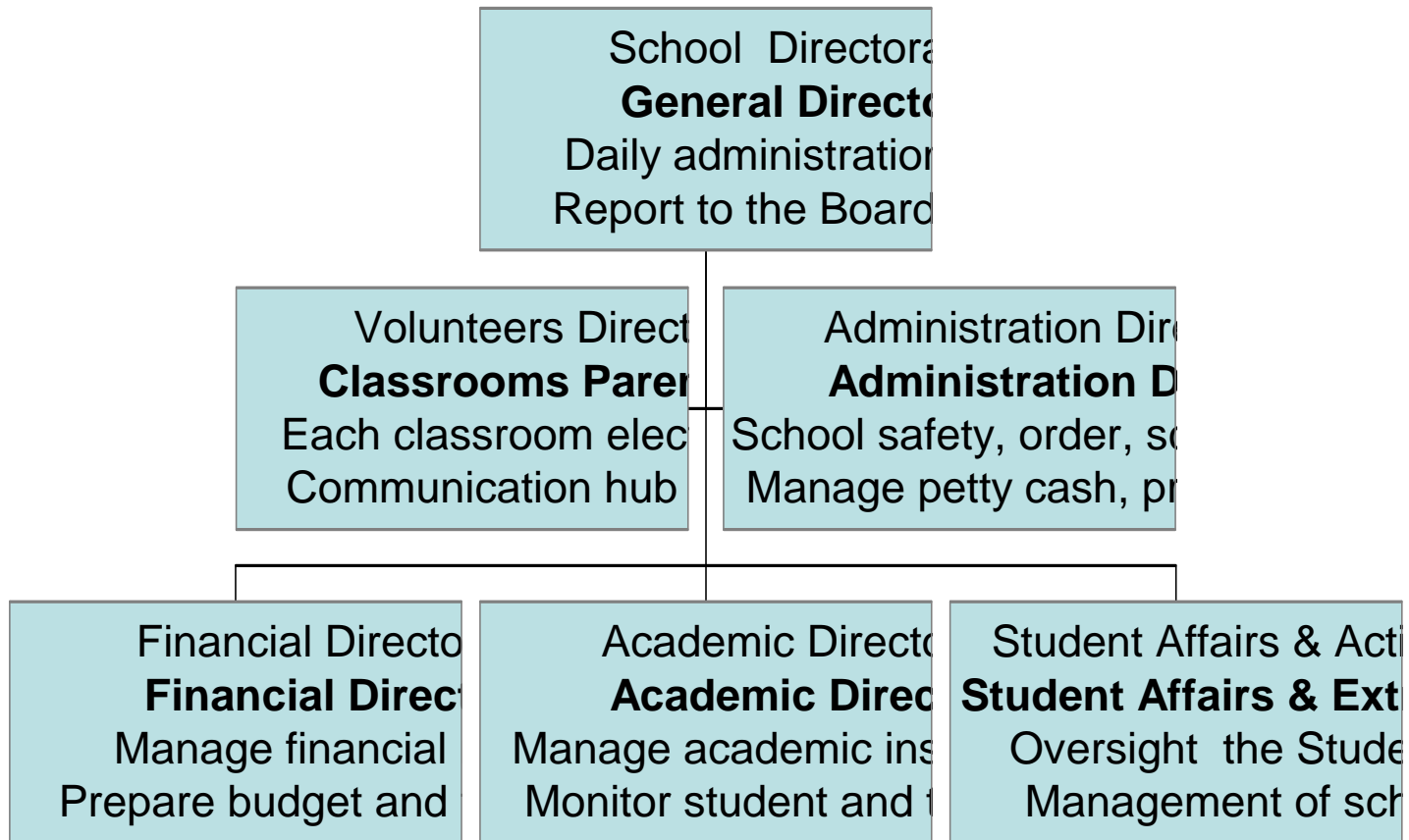
- Weekend school operates under the umbrella of Sudanese American Community Development Organization 'SACDO' in the Greater Washington DC Metro Area
- Started in 1990 and operated uninterruptedly since 1998 on Sundays (about 30 sessions annually - September to June) 11am-2pm
- Today 5 classes, total 70 students, 4-16yrs
- Teaches students Native Languages and Cultures of the People of the Sudan (currently Arabic language & Islamic studies)
- Entirely administered and run by volunteers (at least 1800 man-hour / academic yr)

Board of Trustees (5)



- Makes general policy decisions
- Calls for membership meetings
- Coordinates with SACDO and manages public/external relations
- Formulates short and long term business plans (includes academics)
- Holds at least four regular meetings annually
- Chairman of Board of Trustees may not hold the post of General Director of School concurrently
- School members (students, alumni, parents or guardians, teachers, supporters and friends) who pay annual dues

School Administration Directorates (11)



School Administration Directorates

- General Director
- Administration Director
- Financial Director
- Academic Director
- Student Affair & Activities Director
- Classrooms Parent Director

* A person is encouraged to hold more than one directorate, if comfortable

General Director

- Execute Board of Trustees policies
- Administer and coordinate daily activities of the school (academic, financial, student council, website, extra curriculum activities)
- Develop and manage programs to recruit, and train teachers and faculty members
- Prepare periodic reports on school progress to Board of Trustees
- Assign tasks and execute fund raising plans
- Compile and present end of year report from periodic reports prepared by the directorates
- Develop and display a communication board of activities at the school directorates (every session) & through weekly e-mails.

Administrative Director

- Maintains updated student registration forms
- Procurement and Petty Cash management
- Enforce class timetable and safety and order while school in session (& outside class)
- Ensure tidiness and order of classroom in good condition (keep photo before & after)
- Set up and distribution of schedule of parents for snacks and classroom duties
- At least one supervisor **MUST** be present to keep order at the school while in session
- Manage school meeting minutes and record keeping of attendance of students and staff
- Archive and document all school activities

Academic Director

- Arrange and coordinate all academic instructional programs with teachers and academic advisor
- Arrange/assign/assist all teachers in developing academic instructional materials and activities
- Collect and file all instructional material
- Identify challenges in the area of teaching
- Research documentary material: books, video, films, presentation, experts, and lectures about the peoples, languages and cultures of the Sudan

Academic Director (continued)

- Manages all academic programs, and collects teachers weekly progress reports and presents to the School's General Director every three months
- Prepares periodic academic assessment of students intake of material being taught at the school
- Manages monthly teachers meetings

Financial Director

- Maintenance of financial transaction records and school assets
- Collection of revenues (fees, contributions, and annual membership dues) and disbursement of expenses authorized by the Board and General Director
- Reserves and rents facilities for school
- Prepares financial reports for the Board
- Prepares annual budget with the General Director for the Approval of the Board
- Prepares and maintains students family/guardian contact information

Student Affairs & Extra-Curricular Activities Director

- Oversight Student Association Council
- Organize, plan, and conduct cultural, recreational and entertainment activities for students & parents
- Create, maintain, and update school website and student records information
- Provide counseling to students and families
- Facilitate communication among school community via website and e-mails
- Maintain and update record of tasks performed by volunteering students in assisting the school administration (community hours)

Classrooms parents Director

- Manages and keeps updated list of volunteers and hours worked per task
- Coordinates communication between parents and teachers
- Recruit volunteers to help teachers in class when needed
- Recruit volunteers to help on different school activities