

Job Descriptions and Responsibilities of Board Directors

(1) President

1. Coordinate, contact & host **two** meetings:
 - (a) Pre-event workshop on the 4th Thursday of January, **Saturday, January 23, 2010.** Contact and communicate directly with all members who are required to attend the workshop. Conduct the workshop to ensure that all projects are well prepared.
 - (b) Annual Board Meeting on the 1st Thursday of May, **May 6, 2010.**
2. Evaluate new and existing program continuously in order to assess the need for changes; Update the AIFF Administration By-Law, Operating Manual & Directors' Handbook to ensure that policies and rules reflect every director's expectation, fulfill the organization's vision and missions and ensure maximum benefit for all. Submit the updated documents at annual board meeting on the 1st Thursday of May, **May 6, 2010.**
3. Make sure that proper procedures within the given framework of the by-law have been followed by all members.
4. Accompany organization project director, secretary and treasurer to meeting with Conference Center and media such as Black Crow Media, Fun Channel America and the Valdosta Daily Times.
Minutes will be prepared by Secretary and must be collected for organization files.
5. **BE A PR!!** Represent organization and constantly greet and welcome Saturday's visitors/VIP. Ask them to respond to surveys & search for their inputs and feedbacks for the festival

(2) Secretary

1. Prepare minutes for all meetings.
2. Search for and screen possible funding resources & provide the list to Project Director to write grant application
3. Assist in fund-raising

4. Accompany organization president, project director and treasurer for meeting with Conference Center and media such as Black Crow Media, Fun Channel America and Valdosta Daily Times.

Minutes need to be collected for organization files.

(3) Treasurer

1. Prepare annual financial report... A lot of work, TRULY!!
2. Report the financial income/expense at annual board meeting on Thursday, May
3. Coordinate volunteers for souvenirs sale
4. Give out Saturday's complimentary festival tickets (Blue card) to area project directors.
5. Assist in fund-raising
6. Accompany organization president, project director and secretary to meeting with Conference Center and media such as Black Crow Media, Fun Channel America and the Valdosta Daily Times.

(4) Directors for Education and College Ambassadors

1. Recruit students from VSU College of Education to serve as ambassadors for AIFF school field trip programs.
2. Coordinate and conduct workshops for College Ambassadors to be Tour Guides for School Field Trip Programs.
3. Assign certain ambassadors to take charge of receiving as many surveys as possible from the teachers before teachers leave for schools. Ambassadors should ask teachers to fill out surveys and may even offer pens to teachers to fill out the surveys.
4. After picking up teachers' surveys, analyze data for an assessment report at annual board Meeting on 1st Thursday of May.
According to the survey scores (As per directors' guideline manual, projects are required to score 90 and above on the survey) to decide the final release of funding sponsored by the organization

5. Be the Superintendent for Saturday's festival!!

Constantly visit, observe & oversee all presentations, demonstrations, performances in every exhibit room. Communicate with and among all area project directors to have activities conducted and proceeded as planned and scheduled.

Most of all, must take full charge of **hands-on activities** displayed by LHS CIA since the adviser, Ms. Hand, **WILL NOT** be able to attend Saturday's festival to supervise her club members at all.

Students need to be constantly checked.

(5) Director for Development & Assessment

1. **Be the rescuer!!** During the field trip programs, constantly walk around to visit, observe & oversee all exhibit rooms, all hands-on activities, foods sale, conference room reserved for lunch... **ALL & ALL!!** Check if any assistance, any change or improvement is needed immediately. Solve problems that the presenters may have. Area project directors are advised to expect and look for your assistance when you constantly visit and move around.

Social with school teachers to give welcome and get their first-hand, direct inputs. There will be some inputs, feedbacks that we can not get from the surveys.

WATCH!! No food should be brought to the exhibit room.

Directors and volunteers **must eat at the reserved conference room.**

2. From professional perspectives, (something can not tell from teachers' survey forms) assess, critically, all activities of festival. Need to submit a written report to review with all members during annual post-event director meeting.
3. Host the post-event meeting in evaluating the year's programs on the first Thursday of May.....**May be the only one got to see ALL of our activities.**

4. Propose improvements and discuss extensively ways of improvement with directors in charge of the area.
5. On Saturday, work with Director for Education and College Ambassador, **Be the Superintendent for Saturday's festival!!**

Constantly visit, observe & oversee all presentations, demonstrations, performances in every exhibit room. Communicate with and among all area project directors to have activities conducted and proceeded as planned and scheduled.

Most of all, must take full charge of **hands-on activities** displayed by LHS CIA since the adviser, Ms. Hand, **WILL NOT** be able to attend Saturday's festival to supervise her club members at all.

Need to constantly oversee if all hands-on activities are carried on smoothly.

(6) Director for Editing and Publication

1. Prepare News Release for Project Director to send to media in South GA.
2. Prepare a Press Packet for PR to give out during festival for media visiting and interview.

3. **Create and Edit the annual Preview publication:**

Communicate directly with and among executives, board members and all of area project directors for all needed materials.

Design the whole booklet of Preview – Due to Valdosta Daily Times on Wednesday, January 27.

Stories should be finished in pdf and ready for printing;

4. Write **ONE-MINUTE** Scripts for Radio & TV Commercials:
 - (a) Folk Fair in general
 - (b) Dance Competition
 - (c) Robot Technology
 - (d) Youth Invention
 - (e) World Geography

Scripts due on June 30, 2009.

5. Search for and screen possible funding resources & provide the list to Project Director to write grant application
6. Edit grant proposals prepared by the Project Director or any articles/documents need editing to present a professional image of the organization.... just like the past three years.

(7) Director for Public & Media Relations

1. Get a press packet from the Director for Editing and interact with media during festival
2. Host all of the invited special guests
3. Coordinate lunch for VIP
4. Represent organization in constantly greeting, welcoming Saturday's visitors/VIP. Ask them to respond to surveys & search for their inputs, feedbacks for the festival
5. Analyze the public survey and submit a report at the annual board meeting.
6. Announce the winning teams of dance competition (three divisions: youth, adult small group and adult large group), robot technology and youth invention... What a great, great job on March 7, 2009!!

(8) Director for Technology & Webmaster

1. Update the website whenever necessary
2. Check with area project directors for any special technical support needed during festival
3. Must review, pre-test and rehearse all equipments with area project directors on Wednesday!!

REALLY PLAY THE EQUIPMENTS TO TEST THE SOUND SYSTEM!!

4. **Special assistance in World Culture Folk Dance Competition:** Set up scoring systems – using EXCEL & train scores recording team how to work