

Draft --- KEESE SCHOOL HANDBOOK OF JOB DESCRIPTIONS --- in Progress

PRESIDENT

The President is the chief administrative officer of the Keese School, chair of the Administrative Council, and member ex-officio of the Nominating Committee. Specific duties will vary with the issues that arise and the oversight needed to resolve them. Some of the items that the president handles are:

- Arrange meetings as needed including one before the start of each semester
- Appoint interim and replacement Offices and Chairs as needed
- Master of Ceremonies at awards ceremony
- Final authority on cancel of class because of snow or another emergency
- Clarify committee functions and job descriptions

VICE PRESIDENT

The Vice President is a member of the Administrative Council. Duties are to assist the President as requested. Be available as needed as substitute chair of the Administrative Committee.

SECRETARY

The Secretary records and maintains minutes of all Administrative Committee meetings, agendas, and other notices, maintains a file of curriculum announcements and other documents of historical value, and sends correspondence as requested by the President, Dean, or Administrative Committee. The Secretary works with the President, Dean, and Committee Chairs to document the current ByLaws and Handbook (Job Descriptions).

PUBLICITY COMMITTEE

Weekly posters of upcoming Keese school programs are drafted by the Graphic Layout person. The publicity chairperson and Dean approve the posters and forwards them for distribution to campus buildings.

Appoint a person to author short text (1 minute) uniform announcements in the dining rooms.

Appoint people to make announcements at Crawford (dinner) and Hefner (lunch and dinner) on the day of each lecture.

Appoint a person to author and video record the weekly schedule for AVTV to be aired on "Asbury View" the following week.

Appoint a person to maintain the www.KeeseSchool.org website.

Support the AMV Expo and other activities to promote the Keese School.

In cases of substitution, cancellation, or other program problems, the Publicity Committee assumes emergency duties to announce the changes as directed by the Dean or President. The weather protocol of the Montgomery County schools is followed by the Keese School.

Publicity Resources:

Graphic layout of posters: Mina Rempe, 301-401-6456; minarempe@verizon.net

Distribution of posters: Shannon Circo, 301-987-6255, scirco@asbury.org

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DEAN

The Dean is a member of the Administrative Council and chair of the Curriculum Committee. Each semester the Dean and assistants obtain speakers in subject areas including: history, science, music, art/literature, and social issues. The Dean draws on Assistant Deans, the Curriculum Committee, residents, and community contacts to identify speakers for evening lectures and instructors for daytime classes.

When a candidate speaker's Name, Contact, Title and Date is confirmed, the Dean tentatively reserves the Date in the booking sheet and authorizes any required honorarium. When the Presenter, Date, Title, Abstract, and Bio are collected and formatted into catalog ready material, the Dean reviews the material, names the Host, forwards the approved material to the Catalog Editors, and updates the tentative booking to accepted.

Additional duties include:

- Work with the Arrangements Committee to reserve classrooms and lecture halls and arrange for special equipment, housekeeping set-ups, shuttle schedule and dining for guests.
- Work with the Catalog Editors to develop the first draft of the catalog and review subsequent drafts.
- Get approval for catalog printing from the Asbury Business Manager. Order the required number of catalogs to be printed and distributed to all Independent Living Residents.
- Coordinate with the Publicity Committee to author and email "Nudges" to residents that have requested promotion of the upcoming weekly Keese School events.
- Appoint the Host for each event. The Host sponsors a campus dinner with the speaker and a guest. The Host introduces the speaker and manages Q&A after the event.
- After each lecture, the Dean promotes the next Keese School presentation.
- The Dean shares duties with the Assistant Deans to familiarize the Assistants with the functions of the Dean.

ASSISTANT DEAN

Work with the Dean to learn the duties of the Dean. Support all Dean activities including recruiting speakers, obtaining abstracts and bios, hosting speakers, and coordinating with the Arrangements and Publications Committees.

CURRICULUM COMMITTEE

The Curriculum Committee is chaired by the Dean. The committee includes the Assistant Deans and residents who have educational interests and represent the independent-living neighborhoods of AMV. The committee helps the Dean identify qualified speakers and instructors for classes offering a variety of topics, viewpoints, and subjects.

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NOMINATING COMMITTEE

Each of the AMV independent living neighborhoods has a representative on the Nominating Committee. The President and the Dean serve as ex officio members. The Committee prepares a slate of officers of the Administrative Council, and Committee chairs for approval at the March Council meeting. The new officers and chairs begin their terms on July 1. The Nominating Committee works with the President to appoint temporary officers and members when a position is vacant.

TREASURER

Upon receiving the registration checks and credit card entries from the registrar and verifying the totals, the treasurer completes two copies of a deposit form. One copy of the form is retained; the other, along with the checks, is sent to the CCAV treasure for deposit in the bank. After the checks and credit card entries are deposited, the CCAV treasurer sends back a receipt showing the deposit amount and a receipt number. This receipt is stapled to the retained copy of the deposit form, and the information is entered into an Excel computer program (specifically designed for recordkeeping) and filed in a manila folder.

Expenses of the Keese School each semester typically include catalog preparation and publication, guest artist fees, honorariums (\$50) for each nonresident lecturer, dining room charges for each speaker (and one guest, if any), bus rentals and driver tips, tour admissions, refunds, and miscellaneous reimbursements.

Upon receipt of a bill, the treasure fills out two copies of a withdrawal form, showing the amount requested and the person or organization to be paid. One copy of the form is forwarded to the CCAV treasure for payment. When the check is received, the check number is recorded on the retained withdrawal form and stapled with the bill requesting payment. This information is also entered into Excel and the paper records are filed in the manila folder with the deposit forms. The check is then mailed to the recipient.

When completing a registration form, residents may opt to donate to the Education Awards Fund. The name of each person contributing, and the amount of the gift is recorded by the registrar, and the money is held in escrow until the Education Awards ceremony in May. Any funds left after expenses will also be held in escrow for these awards.

ASSISTANT TREASURER

The Assistant Treasurer's duties include keeping a calendar of the time and location of each event, based on the list prepared by the Registrar, and ensuring that the Attendance Committee provides sufficient volunteers at each event to collect the entry fee from those who did not register in advance. In addition, after each event the Assistant Treasurer collects from the Attendance volunteers the entrance fees received, double-checks the amount, and then turns these funds over to the Treasurer in a timely fashion. The Assistant Treasurer keeps any records required by the Treasurer and attends meetings of the Administrative Council with the Treasurer or as his or her representative.

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REGISTRAR

The Registrar is a member of the Administrative Committee. During the registration period for each semester, a resident may optionally register online at www.KeeseSchoolCatalog.org with a credit card; or use the registration forms in the catalog and send the forms with a check, to the Registrar. The Registrar records this information and then forwards to the Keese School Treasurer all of the checks and credit card receipts, the names of all persons enrolled, together with the individual payment amounts and the total.

The Registrar also provides a list of registrants for each event to the Attendance Committee, the class instructors, and leaders of other activities as appropriate. In addition, the Registrar records for future use each donation to the Education Awards Fund entered on the registration forms.

At the end of each semester, the Registrar prepares a final attendance report to compare preregistrations with actual attendance.

The Registrar appoints a person to maintain www.KeeseSchoolCatalog.org web site and supporting applications for registration.

ASSISTANT REGISTRAR

The Registrar provides the Assistant Registrar with a copy of the computer files of registration and payment data and instructs the Assistant Registrar in the use of those files. The Assistant Registrar retains this copy of the files in order to provide lists of registrants in the absence or incapacity of the Registrar.

ARRANGEMENTS COMMITTEE

The Arrangements Committee is a Standing Committee. The committee works with the Dean to allocate a room for each lecture, performance, and Day Class event. The Chair recruits tech-savvy residents to assist with lecturers' set-up requirements. All committee members must have training in the latest upgrade of Asbury equipment in Heffner Auditorium, Parker Hall, Rosborough Theater, and the AVTV Studio. With the cooperation of the Housekeeping Department, the committee is responsible for setting up meeting rooms for the specific needs of each program. Before each program it is necessary to check batteries for hand-held or lapel mike, test room lighting and laptop connection if needed, arrange placement of lectern, and supply water in a cup or bottle.

ATTENDANCE COMMITTEE

The Standing Committee for Attendance recruits greeters for lecture nights to check advance registrations and take payments at the door. The Chair arranges with the Assistant Treasurer to deposit the collected money. The Standing Committee also provides the Registrar with attendance information.

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EDUCATION AWARDS COMMITTEE

The Chair arranges an appeal for funds to appear in the fall and spring catalogs. Fund-raising appeal letters for tax-deductible gifts go to each AMV resident in campus mail.

In February, the dining room managers are asked to nominate deserving wait-staff persons who have been outstanding employees for at least six months and who are currently enrolled in a college or university or another accredited program.

Nominees must return their applications in March. In April, the Education Awards Committee conducts individual interviews. Based on the gifts of AMV residents and of the Keese School, the Education Awards Committee determines the size and number of awards in April.

Those selected for Education Awards are invited to the annual Keese School Celebration in May. Photos of award recipients are included in the printed program.

Checks are issued by the CCAV Treasurer payable only to the school where the student is currently registered.

CATALOG EDITOR COMMITTEE

The catalog editor uses the information provided by the Dean to produce the catalog. The editor follows The Chicago Manual of style, checks spelling and usage, often needs to shorten the material, and sometimes works directly with the speakers to clarify, expand, or shorten the material. Dates, times, and places are double-checked.

The editor checks with all Keese School committee chairs to update the lists of members on the inside front cover of the catalog. All notices in the catalog are checked and updated as needed and all chairs of other Asbury groups offering educational opportunities are updated as needed. This material, including front matters is given to the graphic editor to prepare the first and successive drafts as needed. The graphic editor sets the type, formats the pages, supplies icons and photos, and creates the perforated registration forms.

The catalog editor transfers all corrections to the master set of proof and gives it to the graphic editor, who enters the corrections and provides one set of corrected proofs of all changes to the graphic editor for a second review. Any further corrections needed are sent to the graphic editor who sends the final high resolution printer ready pdf file to the printer.

The catalog cover is updated each time by a Cover designer. The cover is printed first, and the inside front cover with Keese School offices and committees is printed at the same time as the catalog contents.

Catalog Resources

- Catalog Editors: Session#, Title, Speaker, Venue, Abstract, Bio, Graphic to Pruitt-s, x-5229, V-384; francepruitt@gmail.com ; deangpruitt@gmail.com ;
- Graphic layout: Catalog and Flyers: Mina Rempe; 301-401-6456; minarempe@verizon.net
- Cover Design: Lori Schulman, via Mia and Murray Schulman. x-5546, V-588 mia75@comcast.net
- Printer: Admin Bldg. UBT, 877-917-0100, 9218 Gaither Rd, Gaithersburg, MD 20877