



# Director Roles and Responsibilities

A Director at Naked Apple Tribe should be a person who is humble (emphasizes team over self and is quick to point the contributions of others), hungry (self-motivated, diligent, and prioritizes the organization's needs), smart (good judgment around diverse people groups, socially appropriate, and aware of the impact of their words and actions).

## Qualifications:

- The director should be approachable and an objective listener. They should be a strategist and be incredibly knowledgeable about the organization.
- By modeling appropriate behavior, the director sets high standards for leadership conduct and intervenes if conflicts of interest or confidentiality issues arise.
- Strong communication skills and the ability to organize and prioritize tasks effectively.

## Responsibilities

- Leadership Duties:
  - The director is expected to review and understand the organizational documents and policies.
  - As leadership ambassador, the director acts as a spokesperson to the larger community. He/She speaks in public on behalf of the organization and advocates for the cause.
  - Schedules and presides over leadership meetings.
  - Creates an agenda for leadership meetings.
  - Drives strategic planning and goal setting for the group.
  - Holds leadership accountable for performing roles and responsibilities.
  - Is the liaison between the co-op and the host facility for co-op.
  - Performing and directing leadership training.
- Co-op Day Leadership:
  - Assigns teachers to fill in absences
  - Ensures classrooms have at minimum two parents for each class.
  - In charge of Announcements for Chapel
  - Responds to crises as needed.
  - Oversees resolution of concerns or conflicts with teachers, assistants, students, and/or parents.
  - Know families and their needs; help families who have special needs, dietary restrictions, health restrictions, or other issues that may cause a barrier to participating in co-op, find ways to use their talents to benefit the co-op, their children, and other families.
- Administrative Responsibilities:
  - Name tags
  - Family files
  - Allergy List
  - Collaborate closely with the class registrar to establish the class matrix each year.

- Processes class submissions and selects classes in collaboration with the rest of the leadership team.
- Sets the co-op calendar and schedule for the year.