



# Co-Director Roles and Responsibilities

A Co-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 co-director role will be filled by someone who possesses similar qualifications as the current presiding officer and able to fulfill the director's role whenever the need arises.
- This person must be approachable and able to handle conflicts that may arise in the organization in a neutral and biblical manner.
- Strong communication skills and the ability to organize and prioritize tasks effectively.

## Responsibilities

- Leadership Duties:
  - Assume leadership duties in the absence or vacancy of the director's office.
  - Assist the director in executing their duties effectively.
  - Serve as the point of contact for co-op issues.
  - Act as a liaison between leaders and the director.
  - Ensure the director prepares meeting agendas and distributes them prior to meetings.
- Co-op Day Leadership:
  - Bridge communication between co-op families and leadership.
  - Ensures classrooms have at minimum two parents for each class when the Director is otherwise unable to.
  - Conflict Resolution:
    - Serve as a conflict resolution manager within the organization.
    - Act as a neutral mediator between leadership and co-op members.
    - Handle disciplinary or policy violation issues in collaboration with the Director or another leader.
    - Address conflicts between leadership members.
    - Manage conflicts between parents and teachers in collaboration with the Director or another leader.

The Co-Director plays a pivotal role in ensuring the smooth operation and effective leadership of Naked Apple Tribe.