

## Huynh Truong Position Descriptions – GDPT Minh Quang

### Lien Doan Truong

- Representative of group and attends all regional Huynh Truong meetings
- Admits new Doan sinh and meets with parents about our vision, goals, curriculum, and policies
- Leads all HT meetings and parent conferences
- In charge of Cau Chuyen Duoi Co

### Lien Doan Pho

- Assists Lien Doan Truong in administrative duties
- Makes sure all Huynh Truong knows and follows their job descriptions
- Well versed in all positions and is able to substitute in case of HT absence

### Thu Ky – Secretary

- Keeps meeting minutes of all HT Meetings
- Keeps record of all group attendance
- Keeps all Doan Sinh files and documents including admittance forms, training certificates, etc
- Reminds Lien Doan Truong of upcoming meetings and events in order to allocate time and resources properly
- In charge of yearly progress report to regional executive board

### Thu Quy – Treasurer

- In charge of group financial account
- Keeps track of all members' membership fees
- Approves budget proposals for activities
- Proposes ideas for fundraising when possible
- Prepares financial presentation for yearly Chu Nien anniversary / parent conference

### Doan Truong Oanh Vu Nam / Oanh Vu Nu / Thieu Nam / Thieu Nu

- Meets with new parents in conjunction with LDT prior to admittance of new Doan Sinh
- Works with board as a connection between executive positions and Doan Sinh – i.e. with Treasurer for Doan Sinh membership fees and with secretary for attendance
- Contacts Phu Huynh in cases of Doan Sinh absences
- Has final say in whether or not he/she can accept a doan sinh into the group under special circumstances

### Doan Pho Oanh Vu Nam / Oanh Vu Nu

- Assists Doan Truong in administration of Doan, and takes over in case of absences
- Keeps Doan Sinh in order while Doan Truong is meeting with parents

- Acts as connection between other Doan

#### Uy Vien Noi Vu – Internal Coordinator

- Responsible for Nghi Le (chuong, mo) and Truc (cleaning, campus maintenance, etc) – and can delegate tasks as deems appropriate
- Responsible for Am Thuc (organization of tables and food during lunchtime)
  - Provides snacks for Doan Sinh when appropriate and responsible for Birthday cakes, etc during group special events
- Delegates the organization of classroom tables and chairs

#### Uy Vien Ngoai Vu – External Coordinator / Programming Director

- Oversees marketing and social media – Twitter, Instagram, Facebook, and can delegate tasks as deems appropriate
- Works with Treasurer to present budget plans and reserves event sites (campsites, picnic area, etc)
- Plans Annual Tet Show
- Acts as a connection between group and members of other GDPT

#### Uy Vien Chuyen Mon – Skills Class Coordinator

- Plans Chuyen Mon Skills class
  - Outdoor skills – morse code, knots, semaphore, First Aid, etc
  - Leadership, confidence, problem solving, and team building skills
  - General life hacks

#### Uy Vien Y Te / Xa Hoi – Health and Community Director

- Assists UV Chuyen Mon in preparing for health classes – first aid, etc
- Works with External coordinator to plan philanthropic and community service projects

#### Uy Vien Co Van – Senior Advisor

- There will be an Internal and External
- Acts as a way to connect group with Thay Co Van Giao Hanh
- Oversees group and gives advice regarding direction, administration and activities

#### Co Van Viet Ngu – Vietnamese Curriculum Advisor

- Oversees Viet Ngu Class and provides advice of class administration and teaching methods