

HANDBOOK OF KEESE SCHOOL JOB AND COMMITTEE DESCRIPTIONS

PRESIDENT

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

- Clarify bylaws, committee functions, and job descriptions
- Arrange bi-monthly meetings of the Administrative Council, including one before the start of each semester, and additional meetings as needed
- Appoint interim and replacement officers and chairs as needed
- Act as master of ceremonies at awards events
- Exercise final authority to cancel a class for snow or another emergency

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 the substitute chair of the Administrative Council.

DEAN

The Dean is a member of the Administrative Council and chair of the Curriculum Committee. Each semester the Dean oversees the formation of the Keese School curriculum, which includes lectures on history, science, literature, the arts, and social issues, as well as performances in dance, music and other art forms.

The Dean identifies some presenters and draws on the Assistant Dean, Curriculum Committee, residents, and community contacts to identify other speakers and performers for evening presentations and instructors for day classes. When a candidate presenter's name, contact, title and date are confirmed, the Dean tentatively reserves and records the date for the event in the booking grid 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 and forwards the approved material to the Catalog Editors and updates the tentative booking status to accepted.

Additional duties include:

- Appoint the host for each event, who is generally the person who has identified the presenter. If no host is available on the evening of the presentation, the Dean is responsible for the hosting duties, which include sponsoring an on-campus dinner with the speaker and a guest, introducing the speaker.
- Manage Q and A and promote the next Keese School event after each evening program.
- Support the Assistant Dean in arranging classrooms for daytime events, special equipment and housekeeping setups.

- Work with the Information Processing Manager and Catalog Editors to develop the first draft of the catalog from the semester database and then review subsequent drafts
- Get approval for catalog printing from the Asbury Business Manager. Order the required number of catalogs to be printed and provided to all independent living neighborhoods and the Assisted-Living Concierge and Social Worker
- Approve promotion posters for distribution to campus buildings and publications
- Build and maintain booking instructions for the Curriculum Committee and provide other training assistance as needed to new Curriculum Committee members and other hosts.

ASSISTANT DEAN

The Assistant Dean assumes responsibilities of the Dean and assists in carrying out the duties of the Dean upon request of the Dean.

SECRETARY

The Secretary records and maintains minutes of all Administrative Council meetings, agendas, and notices. The Secretary works with the President, Dean, and Committee Chairs to document the current Bylaws and Handbook of Job Descriptions. The Secretary maintains curriculum catalogs, and other documents of historical value in a secure location. The Secretary sends correspondence as requested by the President, Dean, or Administrative Council.

ASSISTANT SECRETARY

The Assistant Secretary assumes responsibilities of the Secretary upon request by the Secretary.

TREASURER

The Treasurer maintains accurate financial records of the Keese School, including accounts of its assets, liabilities, receipts, disbursements, and other matters customarily included in financial statements, and shall submit a financial report to the Administrative Council prior to or at the bi-monthly Council meeting. The statement should cover income and expenses pertaining to all Keese School programs—the Program of classes and performances, the Educational Awards Program, and the Keese School Endowment. The fiscal year for the Keese School shall be the same as the administrative year.

The income for the Keese School comes from resident registration fees and walk-in fees for the lectures, concerts, and classes as offered each semester by the Keese School. These funds shall be deposited into the Keese School checking account. Each spring, the Treasurer and Assistant Treasurer shall recommend to the Keese School Administrative Council how to use excess funds from the Keese School program of lectures and performances, either to invest in enhancing School programs or to augment the endowment or the Education Awards Fund.

Monies are also received that are specified as donations to the Education Awards Fund; these funds are placed in escrow with The Asbury Foundation. The Administrative Council will direct the Foundation to transfer a specified amount from this fund to the Coordinating Council of Asbury Methodist Village (CCAV) to be used for Education Awards. In May, the CCAV Treasurer will write checks to disburse the Education Awards to the college selected by the student and will report monthly to the Keese School Treasurer the amounts disbursed to date.

The expenses of the School are the costs incurred in the operation and running of the program. These costs include, among others, catalog preparation and publication costs, instructor fees and honoraria, and recital fees. Dated vouchers/invoices for services/purchases must be submitted to the Treasurer before payment can be made. All other expenses and substantial variations of the above items from the budgeted amounts will be considered on a case-by-case basis by the Administrative Council prior to incurring the expense.

ASSISTANT TREASURER

The Assistant Treasurer assumes responsibilities of the Treasurer upon request of the Treasurer and assists in carrying out the duties of the Treasurer.

REGISTRAR

The Registrar communicates regularly with the Dean and Catalog Editors to verify course/event codes and fees. During each semester's registration period, a resident may register online with a credit card at www.KeeseSchoolCatalog.org or use the registration forms in the catalog and send the forms with a check to the Registrar. The Registrar ensures the smooth operation of both paper and online registration systems. The Registrar provides a list of registrants for each event to the Attendance Committee, hosts of daytime courses and others as appropriate.

The Registrar collaborates with the Assistant Registrar to receive and process paper registration forms and checks; responds to resident inquiries via phone and email; updates and tests the registration website prior to each semester; and oversees the posting of registration receipts and confirmations. The Registrar forwards to the Keese School Treasurer all the payment checks and credit card receipts, the names of all people enrolled, together with the individual payment amounts and the total amount. If there are donated overpayments or straightforward donations of \$25 or over, the Registrar notifies the President of the Keese School to contact the donor to offer the School's thanks.

During and after registration, the Registrar provides formatted registrant lists to the Attendance Committee, and daytime class hosts. The Registrar maintains historical records of enrollments and prepares end-of-semester attendance reports.

ASSISTANT REGISTRAR

The Assistant Registrar assists in carrying out the duties of the Registrar and assumes the responsibilities of the Registrar upon request.

CATALOG EDITORS

Each semester the Keese School catalog is prepared by a team including the Information Processing Committee, editors, the Dean, and the Registrar. The team uses the information provided by the Dean to produce the catalog. The Editors ensure that the catalog follows *The Chicago Manual of Style*, check spelling and usage, often shorten the material, and work with the Dean to clarify, expand, or shorten the catalog material. Class numbers, titles, speakers, dates, times, and venues are checked against the semester database. The Editors update the catalog information as needed. Catalog Editors proofread iterations of the catalog to ensure the catalog content is complete and correct. The Catalog Editors also proofread the final printer-ready, high-resolution version of the catalog before it is printed.

CURRICULUM COMMITTEE

The Curriculum Committee is chaired by the Dean. The committee members include residents who have educational interests and represent the-residential living neighborhoods of AMV. The committee follows the Dean's booking instructions to identify and book qualified speakers, performers, and instructors for classes offering a variety of topics, viewpoints, and subjects. The Curriculum Committee member who has booked the speaker is responsible for providing travel directions, technical information and other support to the presenter, hosting the presenter and a guest at dinner, introducing the presenter, and assisting in managing the Q & A following the event.

PUBLICITY COMMITTEE

The Publicity Committee promotes Keese School programs and initiatives.

- The Publicity Committee chairperson recruits committee members to announce Keese School programs on AVTV and in AMV dining venues.
- The Keese School Photographer is a member of the Publicity Committee.
- The Publicity Committee chairperson assists in the Keese School Education Awards fundraising campaign.
- The Publicity Committee chairperson assists at the Activities Expo and sales events or recruits an individual to do so.

INFORMATION PROCESSING COMMITTEE

The Information Processing Committee provides support to:

- Residents of Asbury Methodist Village in accessing information about Keese School programs and in registering and paying for those programs
- The Administrative Council in organizing Keese School officers and committees, documenting and communicating decisions and actions taken by the Council, and managing financial resources of the School.
- The Dean and Curriculum Committee members by providing information technology tools to assist in developing Keese School courses and publishing its Semester catalog
- The AMV Communications office by providing handouts, flyers, and electronic communications in support of Keese School activities
- The Arrangements Committee in identifying needs for meeting spaces for Keese School events and recording their decisions to inform residents
- The Attendance Committee in recording and tracking attendance at lectures, performances, and classes
- The Education Awards Committee in advertising Keese School Awards, providing access for applications, and recording those awards

The Information Processing Committee is chaired by the Information Manager.

- The Manager's primary responsibility is to ensure that the functions of the Information Processing Committee are completed in timely manner.

- The Manager is responsible for the production and delivery to AMV neighborhoods of the Semester Course Catalog.
- The Manager will work with Information Processing Committee members, private professional organizations, and members of Keese School Administration to build and maintain an information processing system that will have the following features:
 - The system will be user-friendly and adaptable for transferring to future users.
 - The principal output of the system will include the school website at www.KeeseSchool.org. The website will be universally readable and contain broad amounts of usable information including;
 - A home page that is simple and allows easy access to all School functions
 - An overview of the Keese School
 - The Keese School organization
 - Keese School Administrative Council Job descriptions and Bylaws
 - Directions to School venues
 - A description of the Education Awards program and information on submitting applications
 - Registration deadlines and access to information on Keese School courses and ability to register and pay for those programs
 - The system will have password-protected access for designated Keese School staff to enter, edit, and publish data central to Keese School functions.
 - Additional password-protected access will be provided for designated Keese School staff to enter and extract data for
 - Attendance
 - Room arrangement
 - Awards
 - Publicity
 - Meeting records
 - Financial reports
 - Other data as determined by the Executive Committee for the Administrative Council
 - The Executive Committee will have final approval for all access.
 - The system will maintain an image library of images used for the course catalogs.
 - The system will maintain a video library of recordings of all courses. It will be universally accessible and contain prior year lectures and performances.

ARRANGEMENTS COMMITTEE

In collaboration with the Dean, the Arrangements Committee is responsible for coordinating logistical support for evening lectures and performances. The Committee Chair is responsible for maintaining printed copies of all reservations for scheduled evening presentations and Keese Administrative Council meetings.

Pre-event responsibilities include:

- Verifying battery levels for handheld and lapel microphones
- Testing lighting and laptop connectivity

- Positioning the lectern appropriately and making sure the Keese School logo sign is appropriately displayed on the lectern.

In coordination with the Housekeeping Department, the committee ensures that presentation venues are properly prepared to meet the unique requirements of each scheduled program.

The Committee Chair is responsible for recruiting residents with technical proficiency to assist presenters with setup and equipment needs. Committee members are also required to complete training on the latest version of Asbury's audiovisual equipment for events taking place in Hefner Auditorium and Parker Hall. Preparing and operating equipment in the Rosborough Theater are the responsibilities of the Asbury AVTV manager and assistant.

EDUCATION AWARDS COMMITTEE

The Keese School Education Awards Program is administered by the Education Awards Committee. The Committee is co-chaired by two residents. The purpose of the Committee is to recognize outstanding AMV wait-staff currently enrolled in a college, university, or other accredited program, with awards to further their educational pursuits. Co-chairs determine annual event dates for three primary initiatives including: donation campaign, selection of awardees, and the award ceremony. Co-chairs lead the interviews and obtain a unanimous decision on the award nominees. Co-chairs determine the size and number of awards for approval by the Keese School Administrative Council. The Award Ceremony is held in May, followed by a reception. To accomplish these initiatives, the Co-chairs interface with dining room managers, the Asbury Foundation, the CCAV, and the Keese School Administrative Council.

ATTENDANCE COMMITTEE

Members of the Attendance Committee serve as or recruit greeters for event nights. The greeters verify that attendees have registered for the event in advance. If they are not registered, their payment at the door is accepted. The Chair arranges with the Treasurer or Assistant Treasurer to deposit the money collected. The Committee also provides the Registrar with attendance information.