

7/14/2007

Dear CarolinaKinder Members,

This email contains important information about your non-profit organization and explains changes the CarolinaKinder board made to prepare the organization and the board for future challenges.

CarolinaKinder is growing steadily - and with more parents getting involved in the organization – so is the board. To manage existing and future programs more effectively, the CarolinaKinder boards decided on a reorganization and the implementation of a committee based structure. Below is the new structure, visualizing the organization and the different committees. The structure is not written in stone and will be refined and adjusted as necessary. Additional information is provided below if you interested in details and reasoning behind these changes.

There are still areas where CK can use additional help and if you are interested in helping at a committee, please contact the committee chair or simply reply to this email (webmaster@carolinakinder.org). You can find contact information on the website. The committee terms are typically for one year or “event based”. Corresponding changes of the bylaws are pending.

Furthermore we would like to officially announce CarolinaKinders' Code of Conduct. These ethical guidelines were adopted by the board earlier this year. You can find the code at the end of this email or in the Board section of the website. All board members and volunteers adhere to it.

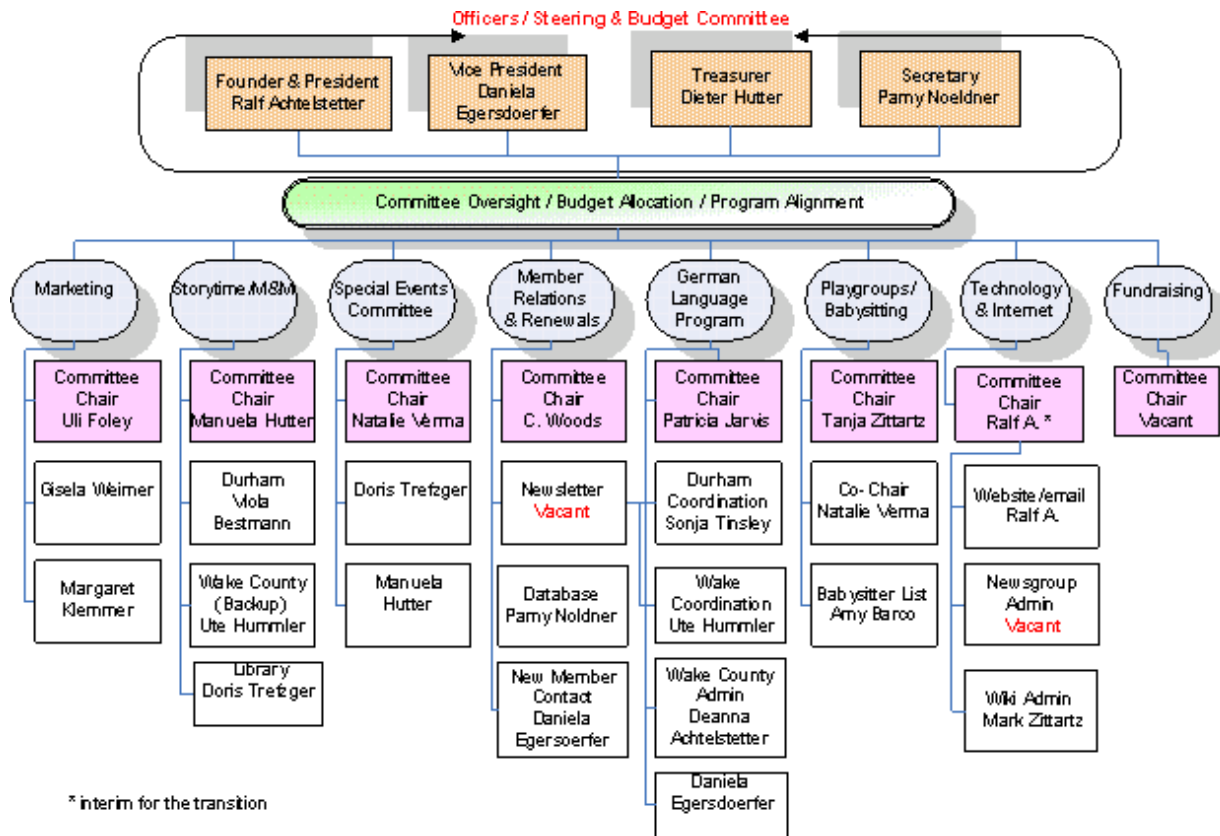
Many thanks go to all board members for their constructive contributions and positive attitude developing this model. Please feel free to contact me or any board member if you have any questions, comments or suggestions.

Gruss und einen schönen Sommer für Alle!

Ralf Achtelstetter
CarolinaKinder
Founder & President

CarolinaKinder Organizational Model, July 2007:

The listed volunteers are either already on the board or have signaled interested to help. In any event – the committee chair will reach out to you directly to confirm or change your engagement. He or she will also work with you on the responsibilities and job description as necessary.



Background Information:

The CarolinaKinder Board has grown. Enthusiastic professional people have joined and need to be empowered and coordinated in order to tap into their creativity and energy.

Decision process:

As a result of our growth, board meetings are taking more time and the team can't usually cover everything on the agenda or gets [understandably] carried away with exciting details. The decision making process, although we changed it recently, is centralized and hovers mainly around the attendance to a board meeting. Due to the board size a committee based organization is advisable.

Impact of Committees:

The forming of "committees" and assigning projects and responsibilities [to them] will make a better use of everybody's' talent and provide more independence for the team members and volunteers who are working on projects or programs. The four officers assume [more] of an oversight / budget allocation role and represent the "CK Steering & Budget Committee".

Structure of Committees:

Each committee will have one committee chair and possibly a co-chair. He/she/they coordinate the activities of the other committee members and volunteers. The committee chair will report to the officers who will provide mitigation and guidance if necessary. Purpose of this structure is for the committee to work independently within the CK strategy with less oversight.

This gives volunteers and extended board members more freedom to design things independently within CKs' mission and Code of Conduct framework. The term for a committee member should be 1 year. Volunteers can term per task (e.g. one event) and are managed by the committee chair.

The committee chair will be confirmed and/or appointed by the officers.

Committee Budget:

The committee chair is responsible for the budget and budget requests. The CK officers approve and allocate the budget after discussion (as the board did in the past) and assure equal and fair budget distribution.

Relationship between Officers and committees:

The CK officers will focus on organizational development and strategic planning. It is the officers' responsibility to establish a vision for the organization and establish a framework for the organization that enables success.

Although officers can volunteer for a committee they should not however, assume the chair position to avoid a conflict of interest regarding budget allocations.

CarolinaKinder Code of Conduct:

Code of Conduct

Approved by the CarolinaKinder Board 1/20/2007

CarolinaKinder is a diverse organization, that brings together families and children from many nationalities and backgrounds, who are interested in the German language or culture.

CarolinaKinder Board Members lead the organization by example, abiding by our by-laws and the following standards:

Principles of conduct and values

- We share the passion for bilingual education and are committed to CarolinaKinder's mission.
- We do not discriminate against people based on their race, color, creed, national origin, sex, sexual orientation, religion, age or disability.
- We are tolerant to cultural differences and we promote and encourage a diverse and multi cultural environment.
- We listen attentively to others in our discussion and we are considerate of their views and opinions.
- We engage professionally with partners, members, service providers, volunteers and sponsors when we conduct business for CarolinaKinder.
- We actively contribute to our local communities and foster a cultural exchange with them.
- We are committed to maintaining and enforcing an environment that is without violence, threats of violence, physical or verbal abuse, intimidation, and other disruptive behavior and harassment.

Financial Responsibility

- All funds CarolinaKinder spends are to support programs, initiatives, events or the organization as such.
- We carefully look at all expenses and refrain from frivolous spending.
- We use sound judgment when we arrange for events and compensate volunteers for their expenses.
- We carefully account for all money spent on projects, events and expenses and make financial statements available to our members.