1. President

- Role: The President is the chief executive officer (CEO) of the organization, responsible for overall leadership and strategic direction. They represent the non-profit in public settings, oversee major projects, and ensure that the organization’s mission (e.g., promoting computer literacy for all ages, especially the elderly) is achieved.

- Responsibilities:

- Oversee all operations and programs.

- Serve as the face of the non-profit for external relations, including fundraising and partnerships.

- Lead meetings with the Board of Trustees and Board of Directors.

- Approve major decisions on budget allocation, hiring, and organizational priorities.

- Ensure legal and ethical compliance.

- Time Commitment: Full-time or part-time (depending on the size of the non-profit).

2. Vice President

- Role: The Vice President (VP) acts as the second-in-command, supporting the President and stepping in when the President is unavailable.

- Responsibilities:

- Assist the President in overseeing day-to-day operations.

- Take responsibility for specific programs or projects as delegated by the President.

- Act as a liaison between the Board of Trustees and the operational team.

- Oversee key organizational initiatives, like major fundraising events or new educational programs.

- Time Commitment: Full-time or part-time.

3. Board of Trustees (Elected Group)

- Role: The Board of Trustees is the governing body responsible for long-term planning and oversight. Trustees ensure that the non-profit remains aligned with its mission and goals. Trustees are elected, typically by the members of the organization.

- Responsibilities:

- Approve the strategic direction of the organization.

- Review and approve the budget.

- Ensure that the organization follows its mission and bylaws.

- Evaluate the performance of the President and VP.

- Act as ambassadors for the non-profit in the community.

- Number of Members: Usually 5–7 members to start, with the possibility of expansion.

- Time Commitment: Part-time, attending quarterly or biannual meetings.

4. Board of Directors (Department Heads)

- Role: The Board of Directors consists of department leaders who oversee various aspects of the non-profit operations. They report directly to the President and Vice President.

- Responsibilities:

- Lead specific departments (e.g., Education, Fundraising, Volunteer Management, Marketing/Outreach, Finance, and IT/Technology).

- Ensure the smooth functioning of their departments.

- Collaborate with other departments to achieve the organization’s goals.

- Report to the President and provide updates on department activities.

- Work closely with paid employees and volunteers within their departments.

- Number of Members: You can start with 4–6 department heads, depending on the size of the organization. Over time, these positions can expand as the non-profit grows.

- Time Commitment: Part-time or full-time (depending on the organization’s needs).

5. Paid Employee Tutors

- Role: Tutors are the main facilitators of the educational programs, especially in teaching computer literacy to seniors and other age groups. They are paid staff members hired to provide direct educational services.

- Responsibilities:

- Teach computer literacy courses to seniors and other participants.

- Develop lesson plans and educational materials.

- Provide one-on-one support for elderly individuals who need personalized assistance.

- Track progress and report outcomes to the Education Director.

- Number of Members: Start with 2–3 paid tutors, scaling up as the program grows.

- Time Commitment: Part-time or full-time (depending on funding and demand).

6. Volunteers

- Role: Volunteers support the organization by aiding in various capacities, such as helping with events, assisting tutors in the classroom, or working in administrative roles.

- Responsibilities:

- Assist in educational sessions, providing additional support to seniors learning computers.

- Help with event organization and fundraising efforts.

- Provide administrative support, such as answering calls, scheduling, or data entry.

- Assist the Board of Directors and Department Heads with daily tasks as needed.

- Number of Volunteers: Start with 5–10 volunteers to help run educational sessions and other activities. You can increase this number as your non-profit expands its outreach.

- Time Commitment: Flexible, depending on the volunteer's availability and organization needs.

Ideal Number of Members to Start With:

- President: 1

- Vice President: 1

- Board of Trustees: 5–7

- Board of Directors (Department Heads): 4–6 (for Education, Fundraising, Marketing, IT, etc.)

- Paid Employee Tutors: 2–3

- Volunteers: 5–10

This structure should provide a manageable starting point for your non-profit. As your organization grows and attracts more funding, you can gradually expand both the number of employees and volunteers, along with department-specific staff as needed. The least number of members you need to start would be around 12–20 people in total, including the trustees, directors, tutors, and volunteers.

By starting with a smaller team, you can efficiently manage resources and ensure the success of your fundraising efforts and educational programs before expanding.