

W. McClaren

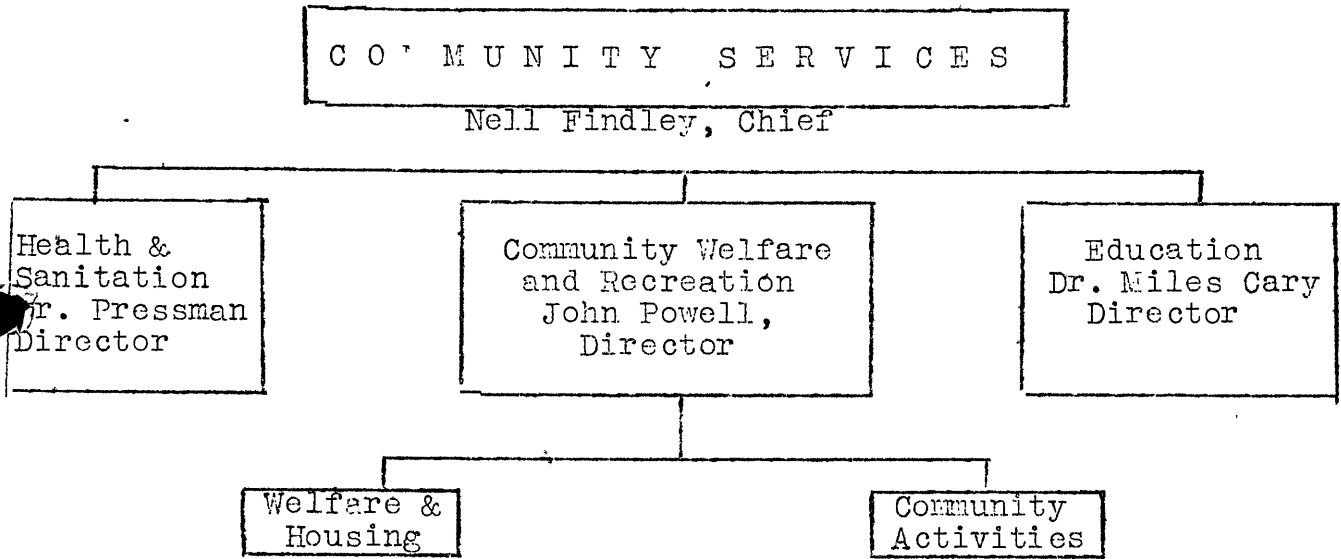
COMMUNITY ACTIVITIES DIVISION

Administrative Circular No. 1

Subject: Structure and Operation of the Division

1. Place in the Picture

The Community Services Division, under Nell Findley, consists of three major parallel operating departments: Health and Sanitation, which operates the hospital and health programs; Education, which operates the public schools program; and Community Welfare and Recreation; which includes two subdivisions: one in charge of Family Welfare, Public Assistance, and Housing; and one in charge of Community Activities.



2. Scope of the Division

Community Activities include three major fields of activity:

(a) Adult and Collegiate Education

This takes in all education beyond high school, and will include study seminars, forums, extension courses, English teaching, and teaching of trades and crafts. Vocational training is carried on jointly with the public schools. The English teaching is carried on by a staff of teachers under the chairmanship of Kenji Nakane, with Alice Cheney as staff counselor. College-level education is under Dr. Walter Balderston, with Reiko Ito as executive secretary, Robert Sakai as program adviser in the Social Sciences, Smoot Katow as adviser in the physical sciences, and with other program advisers to be appointed. Student Relocation matters are under the chairmanship of Dr. William Takahashi with Mrs. Thomas Masuda as the staff representative on the committee

Pre-school and kindergarten centers are also operated within this section of the Division, in partnership with the public schools. Miss Anne Peavy is program supervisor for the schools, with Hatsumi Yamada as executive representative from this Division.

(b) Organization and Services

This section includes all the self-governing and self-programming organizations such as the Churches, the Red Cross, YWCA, YMCA, Boy Scouts, Salvation Army, women's clubs, Parent-Teacher Associations, etc. It also includes boys and girls clubs and group-work, which overlaps with the adult organizational activities through Girl Reserves, Hi-Y, Junior Red Cross, Scouts, etc. The section also supervises service agencies such as the Sewing Centers, craft centers, and a planned Toy Loan Library; and shares with the Public Schools the responsibility for the Public Libraries.

(c) Cultural Arts and Recreation

This section in turn falls into three parts:

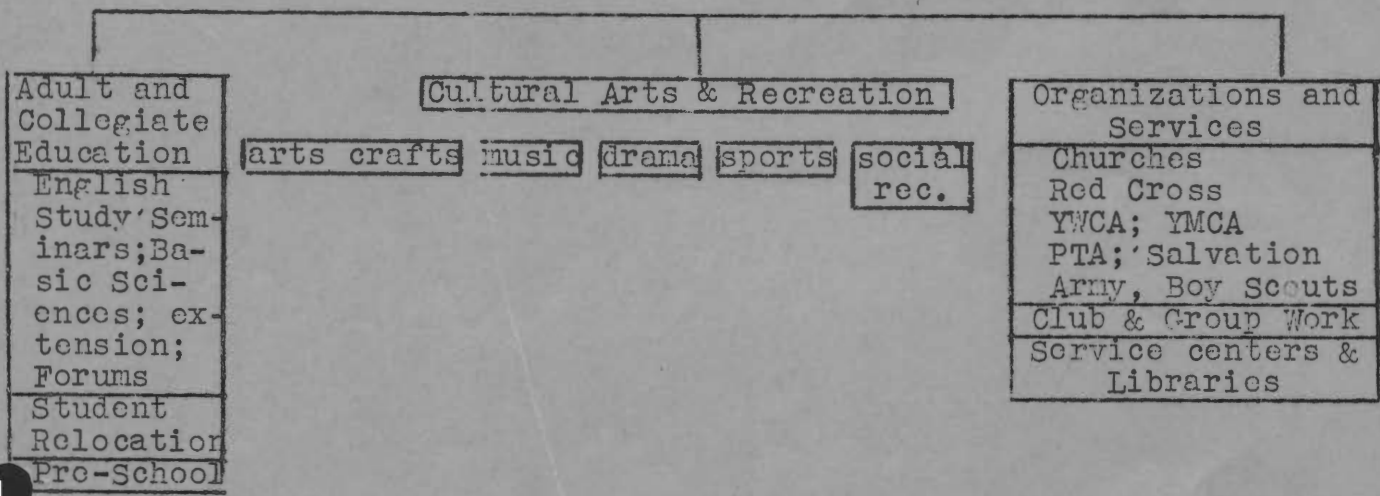
Arts and Crafts, including music and drama;

Outdoor Sports, major and minor, for both men and women;

Social Recreation (mostly indoor), which covers both participative games, dances, and events, and also Entertainment.

COMMUNITY ACTIVITIES

I | II | III



3. Organizational Structure

The complexities of the Divisional structure are caused by the fact that Poston is designated as a single Project, whose major Divisions operate as units throughout the Project; and yet is divided into three separate Centers, each of which operates as an integrated and autonomous community as far as possible.

Each of this Division's programs therefore must be supervised for all three Centers, while in each Center each of these programs is co-ordinated with the other activities of that community. At present, also; the programs must be operated in relation to three local Councils, and three local Administrators, while keeping one over-all control of procurement and personnel policies.

The solution of these difficulties is sought in the Division by the principle of representative self-government, with the headquarters staff serving as a resource office. In each Center, representatives of the chief program groups will choose a co-ordinating committee or council, under whose authority three executive functions will be carried on by three full-time workers designated to have charge of the clearance of personnel matters for all program groups, clearance of procurement matters, and clearance of program calendars and assignment of space and facilities.

For the Project as a whole, this local arrangement is paralleled by a representative Cabinet and a group of executive aides to the Director, as follows:

(a) The Cabinet

This is composed of nine representatives: one from each major program section, and among these some from each of the three Centers. Each member is a working member of his or her own department; but as a member of the Cabinet, stands in a general advisory relation to the Director and to the program units in all three Centers. The representative of music, for example, or of athletics or girls group-work, is a member of that department in Centers I, III, and II, respectively; knows what is going on in all three Centers; advises the Director on policies and specific actions; and is consulted by the Director in relation to general policy and plans. The whole Cabinet meets every week, in the three Centers in turn, and the co-ordinating chairmen or councilmen, as well as the Recreation Committee members of the local Community Council, are invited to meet with it in each Center.

At present, the members of the Cabinet are appointive. As soon as its function is understood and built in to the habit structure of the Division, its members should be elected periodically by the program working-groups of the three Centers. Increasingly, the Director will turn over to the Cabinet the making of policy for Community Activities as a whole, and will expect it to become the governing group.

6 Members now appointed, with their fields and Centers, are:

Adult Education	Kenji Nakano	I
Social Recreation	Maki Ichiyasu	I
Music	George Zaima	I
Girls Group-work	Fusako Kodani	II
Arts and Crafts	Gene Sugioka	II
Drama	Happy Okajima	II
Sports	Carl Taku	III
Boys Group-work	Shiro Shiraishi	III
Organizations and Services		

(b) The following are recognized as local coordinators, and arrangements between the Cabinet and Executive office and the local program groups are made through them:

I	Yoza Kobayashi
II	Jimmy Hirokawa
III	Susumi Takao

(c) Executive aides to the Director are:

Personnel:	Kazuhisa Nakachi
	Mitsuo Sanbonmatsu
Procurement and Finance:	Kazumi Nadaoka
Facilities:	Fred Ono
	Jiro Shimizu

Michio Kunitani, who has been executive aide to the Director, is to join Dr. Cary's staff in charge of part-time work placement of school students. In that capacity he will continue to work with the Division in all matters of school liaison and student personnel.

4. Relation to Community Councils

The Community Council is in each Center, and for the Project as a whole, the source of authority for the programs which the Division carries on. In each Center, the Cabinet representatives are expected to meet with, talk with, and work with the Recreation Committee of the local Council.

At the present time, two major policy decisions are being referred to the Council:

- (a) Priorities on the use of working personnel: where a choice must be made between recreational and productive use of manpower, or among different types of community activities, the final arbiter will be the Council.
- (b) Regulation of fees, admissions, and other charges made for recreational events; and, in general, the problem of self-support for recreation and other community activities within the Division's scope.

It is obviously imperative that the working Departments and especially the Cabinet enlist the Redreation Committees of the Council in close and continuous acquaintance with, and participation in, the development of both programs and policies.

The ultimate objective of the Division and the Director is to transfer the leadership and responsibility for the Division to self-governing representative bodies under the general community government, rather than appointive executives under the Project Administration.

5. Visualized in chart form, the flregoing description stands as follows:

