



Department Guide

Department Responsibilities and Members

INTRODUCTION:

As some of you may be confused about the departments that exist at Kohaú, this document will hopefully give you a better understanding of our departments. Within this document, we have described the function of every department and given the department contacts if you ever have a concern that needs addressing.

JOINING A DEPARTMENT:

We have two main departments, Staffing and Public Relations, consisting of Board of Executives+. Each board department manages a sub-department. These sub-departments, Recruitment and Social Outreach, involve General Management members in assisting the department members with responsibilities and preparing these High Ranks for a potential promotion to the Board of Executives rank after they have proven they have the skills and work ethic they need to succeed in a main department.

The process of joining a sub-department, and eventually, a main department starts at the Manager rank. Managers have the opportunity to try tasks in both sub-departments, observing what it's like to be a contributing member. They'll then choose a department track: Recruitment → Staffing or Social Outreach → Public Relations. This will allow Staffing to select worthy Managers out of either pool for promotion to General Management and entry to the specific sub-department. General Management members who have completed excellent quality work in their sub-department and show potential as a leader may then be selected for an open Board of Executives position.

Finally, the Moderation Department consists of Executives who have stepped up to moderate the Discord server. Applications are released for eligible Executives in good standing whenever there exists a need for additional Discord Moderators.

STAFFING DEPARTMENT:

The Staffing Department is one of the main departments at Kohaú. Individuals in this department check activity, handle inactivity notices, promote, check appeals, and decide consequences. You can find the members of this department below.

- **Department Overseer:** mrbrownangomoo, Vice President
- **Department Head:** c6ssidy, Executive Director
- **Department Co-Head:** 6ensual, Executive Director
- **Member:** hellokittylunchbox, Board of Executives
- **Member:** idthft, Board of Executives
- **Member:** reflectionslaugh, Board of Executives
- **Member:** lenncn, Board of Executives
- **Member:** dc11sface, Board of Executives
- **Member:** withthewind, Board of Executives
- **Member:** rexrvz, Board of Executives
- **Member:** alyioony, Board of Executives
- **Member:** ___, Board of Executives

You may also reach out to the Presidents, westicities and abbyloves, for urgent Staffing issues.

PUBLIC RELATIONS DEPARTMENT:

The Public Relations Department is the second main department at Kohaú. Individuals in this department handle alliances, host events, and handle community-related affairs. You can find the members of this department below.

- **Department Overseer:** woodzns, Vice President
- **Department Head:** aeriqella, Executive Director
- **Department Co-Head:** mariqella, Executive Director
- **Member:** sowbex, Board of Executives
- **Member:** theballadofsnakes, Board of Executives
- **Member:** amuhlia, Board of Executives
- **Member:** eemily, Board of Executives
- **Member:** trcuzi, Board of Executives
- **Member:** cuugirl, Board of Executives
- **Member:** trex125ko, Board of Executives
- **Member:** kueries, Board of Executives
- **Member:** yyouareiniove, Board of Executives

You may also reach out to the Presidents, westicities and abbyloves, for urgent Public Relations issues.

MODERATION DEPARTMENT:

The Moderation Department is considered the third main department at Kohaú and an extension of the Public Relations Department. Executives in this department enforce community guidelines, upholding its safety and regulations by distributing consequences to Discord members who break the rules. You can find the members of this department below.

- **Department Overseer:** woodzns, Vice President
 - **Department Head:** aeriqella, Executive Director
 - **Senior Member:** 15miinutes, Manager
 - **Senior Member:** drowvsy, Manager
 - **Senior Member:** Marseillea, Manager
 - **Senior Member:** girlyp0pkween, General Management
 - **Senior Member:** truecolorss, Manager
 - **Member:** Executives with the "Discord Moderator" role on Discord
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RECRUITMENT DEPARTMENT:

The Recruitment Department is the sub-department of the Staffing Department. Individuals evaluate Senior Hibachi Chefs and Certified Hibachi Chefs to see if they are fit for the position of Hibachi Assistant. Please send any recommendations that you have to the department members listed below by using this [guide](#).

- **Overseers:** Vice President+
- **Department Head:** cōssidy, Executive Director
- **Department Co-Head:** 6ensual, Executive Director
- **Senior Members:** Staffing Department
- **Member:** yyourstruly, General Management
- **Member:** pwndant, General Management
- **Member:** Auqos, General Management
- **Member:** p2romises, General Management
- **Member:** Mqd2i, General Management
- **Member:** crvtql, General Management
- **Member:** aarmageddcn, General Management

- **Member:** Marihido, General Management
 - **Member:** 15miinutes, General Management
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SOCIAL OUTREACH DEPARTMENT:

The Social Outreach Department is the sub-department managed by the Public Relations Department. This department manages social media accounts, approves and spectates alliance visits, creates the monthly newsletter, plans events/spirit weeks, hosts B-Tools lessons/competitions, and more. You can find the members of this department below and send them any event suggestions or requests to host an alliance visit using this [guide](#).

- **Overseers:** Vice President+
 - **Department Head:** aeriqella, Executive Director
 - **Department Co-Head:** mariqella, Executive Director
 - **Senior Members:** Public Relations Department
 - **Member:** bwnniepaws, General Management
 - **Member:** aftcrcare, General Management
 - **Member:** bakvry, General Management
 - **Member:** delighted, General Management
 - **Member:** f4llenTears, General Management
 - **Member:** robsurfz, General Management
 - **Member:** Sahrauhs, General Management
 - **Member:** girlypOpkween, General Management
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ORDER OF CONTACT:

Here is a summary of who you can contact to help you with a particular issue at hand. Escalate to the next level of contact when appropriate.

- **Board of Executives of Staffing:** Consequences, appeals, questions regarding being an Executive, and Recruitment questions/concerns.
- **Board of Executives of Public Relations:** Events, alliances, and Social Outreach questions/concerns.
- **Executive Directors:** Above (based on respective department) and concerns regarding members of their department.
- **Vice Presidents:** Above (based on respective department) and concerns regarding Executive Directors of their department.

- **Presidents:** Urgent issues regarding Staffing or Public Relations
 - **Owners:** Issues regarding development.
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CONCLUSION:

We hope that this document has given you a better idea of the function of each department. If you have any further questions or comments, please feel free to ask a member of the appropriate department.

*Signed,
Kohaú Departments*

 [Back to Document Portal](#)