

Swades 2017-18

Duties of Board Members.

The GENERAL OBJECTIVE and PURPOSE of the swades board.

- To promote the rich and diverse Indian culture and sports at SCU.
- To assist new students of Indian origin in their initial setup.
- To be a source of information for on-campus activities for the prospective and new Indian Students.
- To provide a forum for the presentation of innovative ideas for benefit of the university community.
- This organization shall operate as a non-profit, non-religious and non-political organization.

OFFICERS:

The panel of board members of the organization shall consist of the following designations:

One Person for each position

- President
- Vice President
- General Secretary
- Treasurer
- Cultural Secretary
- Sports Secretary
- Media Manager
- Webmaster
- Graphic Designer
- Event Coordinator
- Alumni Advisor

Responsibilities:

The responsibilities include but are not limited to the following.

Graphic Designer:

- Responsible for designing and printing of posters and other propagandas (RSVP Links, flyers) for all SWADES events.
- Actively participate in all meetings and assist other members in organizing the events.

Event Coordinator:

- Co-ordinate all the events of the ISO.
- Assist the president to ensure smooth functioning of the events.
- Actively participate in all meetings and assist other members in organizing the events.

Webmaster:

- Design, development and maintenance of ISO website
- Updates website after every event.
- Build and implement modular functions, tools or methods that would help the smooth functioning of the board or the events.

PR/Media Manager:

- Provides a channel of communication for the members of the organization.
- Responsible for the creation of posters and other propaganda.
- Filter, clean, and upload all photographs/videos on SWADES
- ISO website and other social media groups on a timely basis.

Sports Secretary:

- Plan sports events to promote social interaction among members.
- Actively participate in all meetings and assist other members in organizing the events

Treasurer

- Handle financial reports as required by organization.
- Accumulate grants and dues (if applicable).
- Issue organization funds as deemed appropriate by the board members.
- Maintain thorough and accurate records of all transactions.
- Collect deposits and issue receipts for all organization transactions.
- Communicates mainly with President and General Secretary

Cultural Secretary

- Plan socio-cultural and sports events to promote social interaction among members.
- Main purpose should be to get members involved with the organization and create a friendly atmosphere.

General Secretary

- Record and produce minutes of meetings.
- Presides at meeting in the absence of the President and Vice President.
- Serve as the main communication between the board and general members.
- Responsible for mail and written correspondence directed to the organization.
- Responsible for organization of the first board meeting after an election before the new board members are designated.

Vice President

- Assuming those responsibilities of the President when in absence.
- Succeed the president if he/she were unable to complete his/her term of office.
- Maintain records of the members and ownership of social networking and internet groups.
- Reserving rooms for events and correspondence with the members

President:

- His/Her main task would be to ensure the organization functions efficiently by executing task promptly, and is able to meet all its objectives.
- Serve as a liaison between ISO and other organizations on and off campus.
- Direct ISO meetings.
- Stand as a non-partisan leader.
- In charge of the coordination and cooperation of members.
- Have the power to act without consulting the other officers or members in an emergency

Thank you! & Best Wishes

From Team Swades 2016-17