



TELUGU VELUGU GERMANY e.V.

(Recognized as a non-profit and non-political organization, Estd:2006, Reg. No. VR 13548)

Registered Address: Saalfelder Str 9, 65931 Frankfurt, Germany

Website: <http://www.teluguvelugu.de/>

Email id: info@teluguvelugu.de

Telugu Velugu Germany



Responsibilities of the Committee Members



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1. Responsibilities of Chairman

Objective: An honorary position to advice and guide the association in all its activities

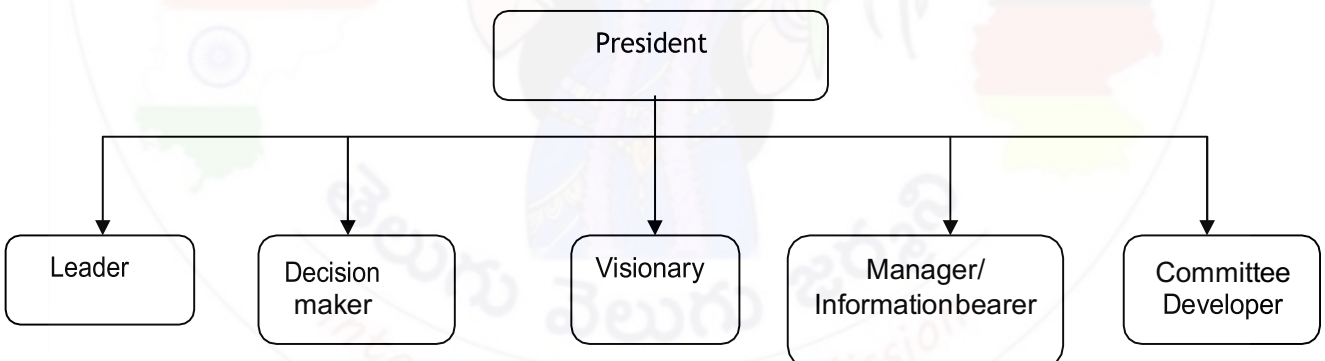
Roles and responsibilities: -

- Approve the agenda for the Committee meetings submitted by the President/General Secretary and chair some of the meetings.
- Ratify the important decisions taken by members.
- Guide and advice the association in their short and long-term goals
- Represent the association together with president and/or general secretary in any high-level meetings (e.g. Meeting CGI, Frankfurt city authorities, etc.)

2. Responsibilities of President

Objective: "The singular organizational position, primarily responsible to carry out the strategic plans and policies as established by the Committee Members".

Roles and responsibilities: -





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The activities in each role followed by President are given below: -

As a Leader:

- Advises the Committee
- Advocates/promotes organization related to organization mission
- Supports motivation of members in association programs and operations.

As a Decision maker:

- Formulates policies and planning recommendations to the Committee
- Decides action plan.

As a Visionary:

- Looks to the future for change opportunities
- Interface between Committee members and Association
- members. As a Manager / Information bearer:



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- Overseas operations and planning of activities
- Manages public relations of Association
- Manages financial department of Association.
- Ensures Association members and Committee members have satisfactory and up-to-date information
- Represents Management

Committee as a Committee developer:

- Assists in the selection and evaluation of Committee members
- Makes recommendations, supports Committee during orientation and self-evaluation
- MOMs and other records may be put forward to the Founder (on needed basis).
- Co-ordinates with the Association and Event managers during event planning and execution.

3. Responsibilities of Vice-President

Objective: "Support President to fulfill all needs required for an association"

Roles and responsibilities: -

Role of the Vice-President is to perform various tasks by collaborating with the President.

The main responsibilities are as follows:

- To be in touch with President and informed about association activities
- Knowledge and awareness on President's roles and responsibilities
- Acts as the President whenever President is called off
- Presides and chairs the Committee meetings and event/activity planning
- To assist the President
- Represents Management Committee
- Co-ordinates with the Association and Event managers during event planning and execution.

4. Responsibilities of Secretary

Objective: "Point of contact to the Committee, Association Premium Members"

Roles and Responsibilities: -



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The secretary carries out all the administrative duties of the Association that enables the Association and its members to function effectively.

The Responsibilities for a secretary are as follows:

- Represents the Association when needed
- Recording and distributing meeting minutes and maintaining all Association records
- Ensuring action points from meetings have been carried out by Committee
- Collecting and analyzing information from the Committee and Association Premium Members
- Leading Sponsorship drive with the support of the Association Committee members.
- To assist the President
- Co-ordinates with the Association and Event managers during event planning and execution.
- Promoting Association for increasing Premium Membership
- Represents Management Committee

5. Responsibilities of Joint Secretary

Objective: "Perform various tasks by teaming up with Secretary as and when required".

Roles and responsibilities: -

- In charge of secretary position whenever the secretary is called off
- To assist and support the action plans of Secretary and Association Manager
- Represents Management Committee
- Co-ordinates with the Association and Event managers during event planning and execution.



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6. Responsibilities of Treasurer

Objective: "Manage and report on the Association finances".

Roles and responsibilities: -

- To lead budget planning and preparations
- To monitor the budget and inform the Committee whether the progress is according to forecast, so that the joint decisions can be made for an appropriate adjustment
- To ensure the Committee's financial policies are being followed
- To prepare any required financial reporting forms
- To ensure tax regulations
- Keeping and maintaining the accurate records of all money received and disbursed
- To oversee all financial transactions
- Deposit all money received in the account of the organization in an approved bank as soon as possible
- Issuing receipt for money received
- To assist the President
- Represents Management Committee
- Co-ordinates with the Association and Event managers during event planning and execution.

7. Responsibilities of Public Relations

Objective: "Managing communication between an association and the public."

Roles and responsibilities:

- Being the first point of contact for all enquiries
- Planning, developing and implementing PR strategies
- Liaising with and answering enquiries from individuals and other organization via telephone and email
- Act as a BRIDGE between the Committee members, Association Premium members, Individuals interested in Association activities and other organizations
- Fostering community relations through events such as open days and through involvement in community initiatives
- Sourcing and managing sponsorship opportunities
- Organizing events including exhibitions, open days, tours and press conference (optional).
- Preparing and supervising the promotional material for association



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- Co-ordinates with the Association and Event managers during event planning and execution.
- Responsible of Association e-mail and social networking moderation.

8. Responsibilities of Web Administrator

Objective: "Designing, developing and maintaining association's intranet and internet."

Roles and responsibilities:

- Responsible for installation, configuration, support and ongoing maintenance to ensure web service and programs function securely and efficiently
- Updating account profiles
- Activating accounts
- Inactivating accounts where access is no longer required
- Website updates
- Promoting association's upcoming events
- Co-ordinates with the Association and Event managers during event planning and execution.

9. Responsibilities of Executive Member

Objective: "Leading the operations of the association events by providing support and coordination"

Roles and Responsibilities: -

- Responsible for the overall event execution.
- Responsible for coordinate events and other cultural activities successfully.
- Being a center person/coordinator/communication officer among the event managers
- Implementing the directives of association Committee
- Responsible for membership activities
- Encourage volunteers and members to actively participate in the events
- Ensuring action points from Committee meetings
- Follow up the Committee decision with respect to Event activities to meet deadlines
- Co-ordinates with the Association and Event managers during event planning and execution.
- Staffing responsibility (Finding the needed manpower) for the event execution.



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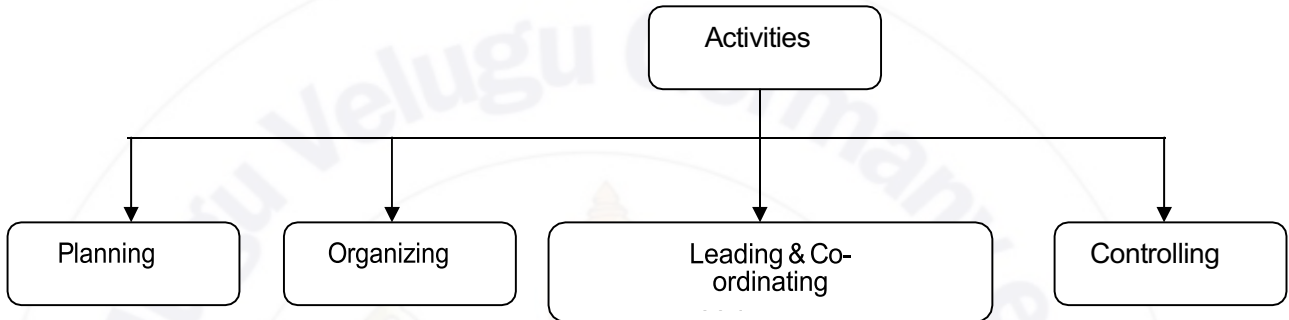
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10. Responsibilities of Cultural Secretary

Objective: "Organizing the association events/meetings/picnics"

Activities carried at the time of event:



Planning: The planning of event involves with creative team discussing, facilitating and arranging for technical specifications e.g. sound, light, stage & sets.

Organizing: Identify and organize the activities required for an event and distribute the responsibilities by selecting a team.

Leading and Co-ordination: Lead and co-ordinate among the working team members by communicating effectively.

Controlling: Evaluation and correction plays key role in controlling. Safe guarding the original plans from deviation and ensure conformity with original plans.

The above activities are divided into three sections:

- Pre-event activities
- During event activities
- Post-event activities.

Event management information: The following responsibilities need to be shared between Committee Members.

- General event information



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- Event attendees
- Event registration
- Event category
- Staff assigned to event
- Food at the time of event
- Event pricing
- Payment records

All operational tasks for an event such as ground work, venue selection, stage design, arranging the infrastructural facilities required, food and networking other activities such as advertisement, public relation, ticket sales etc. will come under responsibilities of Treasurer. Event organizers will get the support from Treasurer to plan/carry out the tasks.

Guidelines and process for the elections for TVG executive committee

Eligible voters

- Any registered member of TVG, who is in the registration books of the association on 21.01.2018 is eligible to elect the executive committee of TVG.
- Voting is only possible in person. No remote voting is allowed.

Eligible nominees

- Any registered member of TVG, who is in the registration books of the association since 2015 is eligible to nominate himself / herself for any of the above listed positions.

Process for the elections

- The election process will be led by a neutral person (election committee) who cannot contest for the committee position.
- The current committee will formally step down from their roles.
- The election committee will then start the election process for each role one after the other.
- The new committee will be finally elected and from then on, the handover of the duties from old committee will take place.