



Shree Kodki Ganga Leva Patel Community (UK)

श्री कोडकी गंगा लेवा पटेल कोम्युनिटी (युके)

www.kodki.co.uk



Committees Members Responsibilities

Executive Committee (EC) Members:

The *Executives* hold office for a period of TWO years and shall comprise of:

- President & Vice President
- Secretary & Assistant Secretary
- Treasurer & Assistant Treasurer
- Advisors (6 to 8)
- Co-opted members (non-elected, no voting right)

Executive Committees Members Responsibilities

President:

- a. Have the power to summon, convene and chair all committee meetings;
- b. As chair, the president is responsible for determining items for the agendas of committee meetings.
- c. Ensure the smooth and effective running of KGC by acting as an ambassador for the KGC members.
- d. Represent the KGC at external meetings with “affiliated” organisations in the UK and abroad.
- e. Conduct, supervise, and take all appropriate and necessary steps to ensure that the KGC’s affairs are
- f. conducted in accordance with this Constitution;
- g. Helping to plan Annual & Diwali Functions and other events/fundraisers by overseeing the process and organizing temporary teams. (**Shared Task with ALL of the Committee**)

Vice President:

- Assist the President in their duties & assume the President’s powers in his/her absence.

Secretary:

- a. Have the power to summon or convene meetings;
- b. Facilitation of communication between all members of the committee.
- c. Keeping of minutes from all committee meetings, AGMs and for their circulation to EC members.
- d. Composition of agenda and for their circulation to the appropriate persons.
- e. Recording of all correspondences within KGC and for the forwarding of all enquiries to the relevant person or persons.
- f. Management and production of all KGC documentation, including Constitution, meeting minutes, agenda, records of correspondences, event invites, members list, mailing list, newsletters, posters, advertisements and final editorial approval before distribution to KGC members.
- g. Any information that needs to be distributed to members will come from the secretary.
- h. Production, maintenance and content update of the KGC website. (**Shared task or co-opted out**)

Assistant Secretary:

- Assist the Secretary in their duties & assume the Secretary’s powers in his/her absence.

Treasurer:

- a. Management of KGC finances, including the collection of membership subscriptions, donations and
- b. other funds and the payment of all bills and expenses.
- c. Management of new member applications updated membership records and provide up to date
- d. members list to the Secretary.
- e. Costing and setting budgets for KGC events and general spending. (**Shared task**)
- f. Notify members of subscriptions collection and then collect subscriptions from each member.
- g. Maintain proper accounts and bank all funds collected promptly.
- h. Make payments in accordance with the decisions of the Executive Committee.
- i. Prepare annual accounts of each year, for approval and adoption at the Annual General Meeting.

Assistant Treasurer:

- Assist the Treasurer in their duties & assume the Treasurer’s powers in his/her absence.

Advisors:

- Assist the EC and undertake any responsibilities delegated to them by the EC.
- Co-ordinating Entrance / Exit control, general stewarding duties at events.
- Co-ordinating the youth wing activities and selecting the youth wing sub-committee.