



Duties of ICCA Officers: A practical guide

Organizational Overview

More than a social club

India-Canada Cultural Association (ICCA) is a registered non-profit organization staffed entirely by volunteers. While it carries out a variety of social programmes, it is not simply a social club.

Its educational mandate involves preserving, interpreting, and sharing Indian culture as widely as possible on behalf of its membership, within the general Indo-Canadian community, and with the wider community.

- Membership is open to all.
- ICCA is member driven to the extent that its members participate and communicate their preferences.

Global Vision

ICCA needs a working board of dedicated and motivated individuals who have a global vision of Indian culture and who will not promote the interests of one part of India at the expense of another.

ICCA's by-laws specify minimal duties of its officers. In practice, as the need arises, each board member can be called upon to perform a variety of additional functions and to assist other board members with theirs. In the real world, the President will be expected to sweep floors, etc., after events like everyone else.

Board Position Descriptions

President

- As spokesperson for the Association, the President needs good verbal and written skills.
- Since the President acts as a referee during board meeting sessions, attends committee meetings and can cast a deciding vote in both, the President requires good judgement, people skills, and organizational skills.
- The President must maintain an overview of the organization's functioning and plan for the future.
- Implementing policy decisions and ensuring that the Association acts according to its own by-laws is an important presidential role.
- Ideally, the President will have some knowledge of the Indo-Canadian community as well as the wider community in which it functions.
- The President must foster organizational renewal to accommodate community diversity and to ensure the organization's long-term viability.

Vice-President

- When necessary, the Vice-President performs all the duties of the president, but the Vice-President is not a figurehead.

The Vice-President is responsible for the overall publicity of the Association.

The Vice-President is also responsible for the formation of the following committees and their effective functioning.:

- The Media and Communications Committee
- The Radio & Movie Committee

General Secretary

The General Secretary:

- Documents ICCA board decisions

- Distributes board decisions to the membership as specified in ICCA's by-laws
- Notifies the membership of meetings
- May be assigned other duties by the board or the membership general body

The General Secretary is responsible for the formation of the Membership & Member Relations Committee and its effective functioning.

Treasurer

The Treasurer:

- Needs some knowledge of accounting procedures,
- Pays the bills, receives funds, and keeps an accurate record of such transactions,
- Prepares and submits summary financial statements to Semi-Annual Meetings,
- Prepares and submits audited financial statements to Annual General Body Meetings,
- Prepares and submits Folkfest financial statements as required by Folkfest, Inc.,
- Keeps an up-to-date list of the Association's membership,
- Works with the board to prepare a budget estimate for the coming year,
- Reports on budget compliance at each board meeting,
- Maintains an inventory of ICCA assets,
- Oversees financial procedures relating to ticketed events and Folkfest.

The Treasurer is responsible for formation of the Finance & Fundraising Committee and its effective functioning.

Social Secretary

The most visibly attractive activities of most cultural organizations are the public music and dance performances they host. In the multicultural sphere, such performances are widely acknowledged as providing a non-threatening opportunity for social interaction between the culture hosting a performance event and the visiting patrons from another culture. Once this relationship has been established, patrons are often attracted to less dramatic but no less important functions such as seminars exploring other cultural issues.

Though ICCA's Social Secretary is responsible for organizing the calendar of social and cultural functions outlined by the board. He or she may appoint as many assistants as are necessary to carry out a given event and to ensure a measure of diversity.

The Social Secretary is responsible for the formation of the Programmes Committee and its effective functioning.

Members at large

- Each member shall chair or serve in, any one of the following committees and report to the board.

- 1) Finance & Fundraising Committee
- 2) Membership & Member Relations Committee
- 3) Programmes Committee
- 4) The Media & Communications Committee
- 5) The Radio & Movie Committee

Teams under each committee & their responsibilities

Finance & Fundraising Committee

Fundraising & Grants team

The team leader will represent the team in the Finance & Fundraising Committee. This team may consist of three members including the leader.

Responsibilities:

- Explore all avenues for securing grants from government and other agencies. Make applications
- Organize (in consultation with the Social Secretary), one fund raising program a year.

Funding & program-finance management support team

The team leader will represent the team in the Finance & Fundraising Committee. This team may consist of three members including the leader.

Responsibilities:

- Draw funds from the treasurer according to the budget submitted by the Social Secretary and work with individual program organizers, for all expenditure and income and settle the accounts with the treasurer within 15 days from the date of completion of each program
- Provide personnel for selling tickets or collect gate fee at such functions that require such service

Donations & Sponsorship team:

The team leader will represent the team in the Finance & Fundraising Committee. This team may consist of three members including the leader.

Responsibilities:

- Create a list of possible donors and sponsors and liaise with them for donation, sponsorship or gate prizes for our programs, from time to time

Membership & Membership relations CommitteeMembership Enrolment team

The team leader will represent the team in the Membership & Membership relations Committee. This team may consist of three members including the leader.

Responsibilities:

- Organize an aggressive membership drive during the months of December & January of every year
- Maintain membership roster and provide an updated list from time to time to the chair of the Membership & Membership relations committee, General Secretary and the Treasurer
- Collect membership fee and receipt the same
- Maintain membership application file and issue membership cards

Member relations and communication team

The team leader will represent the team in the Membership & Membership relations Committee. This team may consist of three members including the leader.

Responsibilities:

- All internal communications to members by organizing phone-tree and email from ICCA account.
The Phone-tree may be standing for the entire year. Ideally made up of about 10 members whose service may be called upon to make the calls before every program organized by ICCA. It is suggested that every member of the phoning tree may choose the members they would call and stick to the same group for the entire year. This would enable them to make the calls on a personal and friendly manner instead of an official 'this is a call from ICCA'
- Letters, notices and Newsletter mail-outs to members
- Check email regularly and reply promptly to emails
- Announce programs to members and make available program tickets to members

- Organize the General body meetings

Storage & equipment management team

The team leader will represent the team in the Membership & Membership relations Committee. This team may consist of three members including the leader.

Responsibilities:

- Manage & maintain ICCA storage space
- Keep an inventory of stored material and equipment and provide an updated copy to the Treasurer from time to time.
- Renting of ICCA equipment to members

Care & serve team for assisting new immigrants of Indian origin

The team leader will represent the team in the Membership & Membership relations Committee. This team may consist of three members including the leader.

Responsibilities:

- Function as a contact point for new immigrants of Indian origin and provide them assistance in settling down, referring them to appropriate agencies etc
- Coordinate with various agencies in the city who assist new immigrants

Programs committee

Social Events team

The team leader will represent the team in the Programs committee. This team may consist of three or more members including the leader.

Responsibilities:

- Co-ordinate and organize social events for the entire year
- Work closely with all other committees

Member development programs team

The team leader will represent the team in the Programs committee. This team may consist of three or more members including the leader.

Responsibilities:

- Co-ordinate and organize a minimum of two self-development programs for members, such as teaching languages, conducting useful workshops and seminars that benefit members
- Work closely with all other committees in organizing programs

Cultural outreach team

The team leader will represent the team in the Programs committee. This team may consist of three members including the leader.

Responsibilities:

- Co-ordinate participation in invited cultural programs organized by other agencies, schools etc.

Community involvement activities team

The team leader will represent the team in the Programs committee. This team may consist of two members including the leader.

Responsibilities:

- Coordinate ICCA's participation in community assistance programs such as Meewasin Clean up etc.

Media & Communication CommitteeNewsletter team

The team leader will represent the team in the Media & Communication committee. This team may consist of three members including the leader. One of them may be the editor and the other to format the newsletter and take care of the production of the Newsletter.

Responsibilities:

- Collect articles and information for Newsletter
- Bring out two issues – one in January and the other in June of every year
- Edit, format and get the newsletter printed.

Website team

The team leader will represent the team in the Media & Communication committee. This team may consist of two members including the leader. One of them may be the Webmaster to deal with the technical aspect and the other for content management.

Responsibilities:

- Collect information to keep the website up to date
- Keep the website up to date.

Publicity & Advertising team

The team leader will represent the team in the Media & Communication committee. This team may consist of three members including the leader.

- Maintain a list of all avenues open for advertising programs organized by ICCA
- Advertise and provide publicity for programs organized by ICCA that are open to public
- Create advertisement text and artwork for advertising
- Advertise ICCA where ever possible

Radio & Movie CommitteeRadio team

The team leader will represent the team in the Media & Communication committee.

This team is a standing team

Responsibilities:

- responsible for ICCA's radio program,
- Assemble varied programs that feature all regions of India in the long run,
- Solicit and train on-air personnel,
- Maintain a duty schedule for on-air personnel,
- Manage fundraising in support of ICCA's radio program,
- Solicit prize material in support of audience relations,
- Air general announcements on behalf of ICCA.

Movie team

The team leader will represent the team in the Media & Communication committee. This team may consist of three members including the leader.

Responsibilities:

- Arrange for theatre to screen movies
- Arrange for film rental
- Make all arrangements on the day of screening
- Work with other teams for publicity, handling gate sales and member tickets

Miscellaneous responsibilitiesKeys

Storage: Team leader of Storage & Equipment management team

Mailbox: General Secretary & Treasurer

Bank night deposit key: Treasurer

Banner & advertising material: Vice President

Phone: General Secretary

Stationery & promotional material: General Secretary

Membership Roster: Membership enrolment team leader & Treasurer

Books of Accounts: Treasurer

Cash boxes: Funding & program-finance management support team



ORGANOGRAM

I
C
C
A

B
O
A
R
D

O
u
t
s
i
d
e

o
f

t
h
e

b
o
a
r
d

