

Formation and Dissolution of Committees

Introduction:

Management of the temple is a complex and labor intensive process. HTA bylaws allow establishment of appropriate committees to allow involvement and participation in the operation of temple. The establishment of committees is aimed at encouraging the involvement and participation of devotees in the temple operation. These committees allow efficiency and sustainability of the temple through a decentralized management of tasks.

The HTA BOD may establish and dissolve appropriate committees to delegate specific administrative functions and powers, consistent with the HTA Bylaws. This section describes the organization structure, responsibilities, relationships, functions, procedures and the decision making process of various committees.

The committees are typically self-directed within the defined scope of their responsibilities except for the issues which are the direct responsibility of the HTA Board. **The committees are given responsibilities and authority to carry out such responsibilities.** All committees are accountable to the HTA Board for their conduct and output and HTA Board has the authority to override committee decisions.

COMMITTEE STRUCTURE & MEMBERSHIP

The committees mainly consist of volunteers from the HTA Membership and should include **at least one (or more) Directors of the HTA Board to provide appropriate linkage and communication to the HTA Board.** The HTA Board representative(s) may be reassigned by the Board at any time and does not necessarily chair the subcommittee.

Typically the committees have no less than 2 (two) and no more than 7 (seven) members for efficiency and manageability. Depending upon the task, some committees need to be large. The core membership of the committee is appointed by HTA Board. The committee may then appoint other volunteers to support the objectives of the committee.

If more volunteers sign up for a particular committee, effort should be made to accommodate them in another committee or their name should be put on a waiting list for the next available opening.

SELECTION OF MEMBERS AND FORMATION OF COMMITTEES

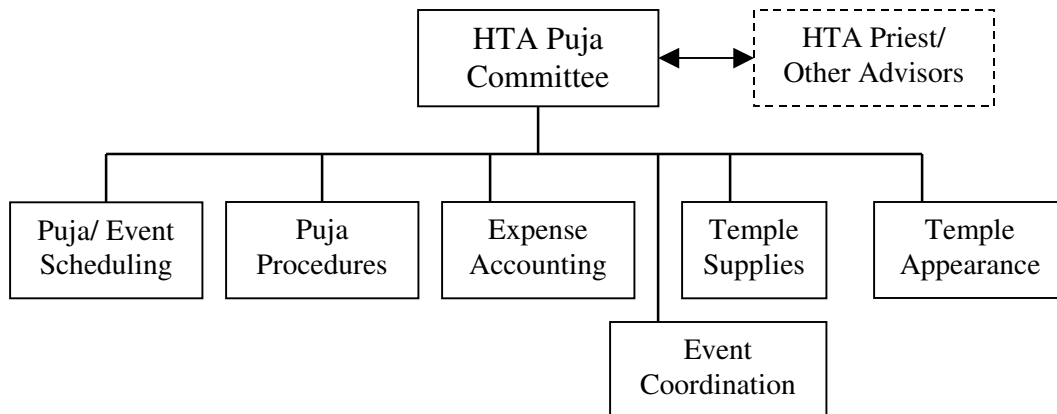
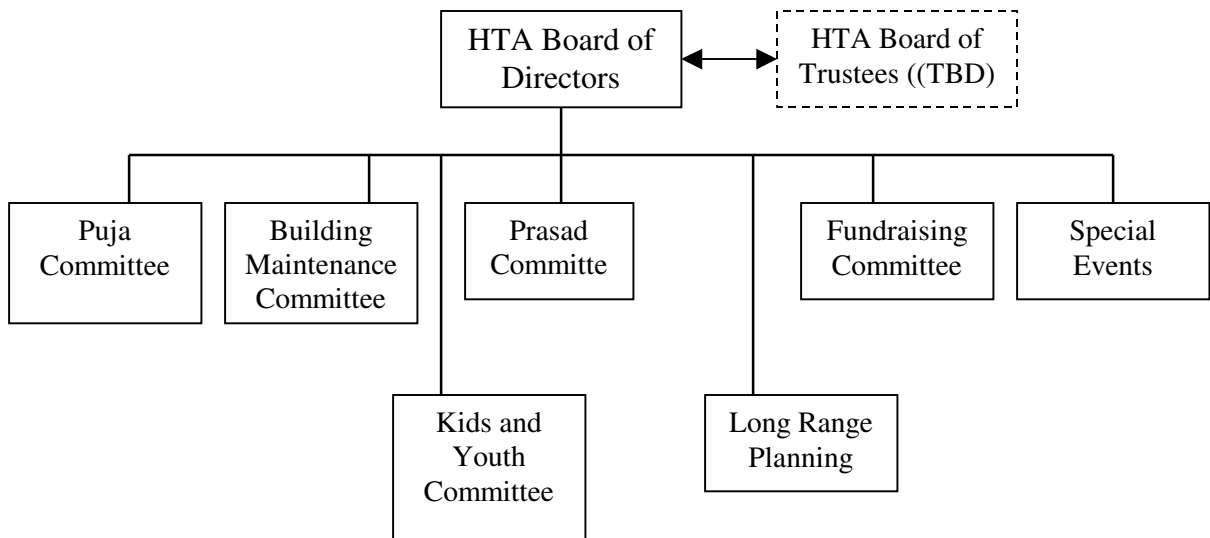
1. Prior to January of each year, an appeal will be made in the Newsletters, bulletin boards or newspaper advertisements to invite devotees to join various committees. In addition, individuals may be invited through referrals or from the list of volunteers who have expressed interest in the past. The formation of committees needs to be completed by February end of each year. The Committee may add additional members at any time during the year, provided the committee membership does not exceed the specified size. .

2. Each committee chair will develop a set of guidelines for the skill sets needed to perform the tasks of the committee. The selection of candidates should follow these guidelines. Individuals NOT fitting the guidelines may still be added to the Committee, to help develop them for future. However the committee chairs need to insure that the committee has sufficient volunteers with necessary skills to perform the requisite tasks and those who are willing to devote sufficient time for the temple activities. .
3. Committee chairs will contact and invite new volunteers to join the committee. It is recommended that the committee membership is approved by the HTA Board to insure it meets the provisions of the HTA bylaws and is appropriate in the interest of the Temple.
4. A devotee may continue in the same committee for a period of two consecutive years at which time the devotee must retire from this committee, but can rejoin the committee after one year. This provision will help give opportunity to new devotees who can bring in fresh ideas and energy. The retired devotee may join other committees.
5. The amount of time spent by each member will vary according to the assigned tasks, and individual's ability to devote time. If a member is not able to participate in committee activities on an ongoing basis, efforts must be made to improve their participation. In the event of continued inactivity, the Committee may request the member to step down to allow other devotees a chance to participate in the committee activities. This issue needs to be managed in a positive manner.
6. Recruiting new volunteers is an ongoing process, and efforts must be made to widen the scope of representation from the congregation. Any devotee who is interested in participation in temple activities is eligible to join the committees. The membership is not restricted to the paid membership only.
7. In order to retain the expertise and maintaining a smooth transition, efforts must be made such that no more than one-half (1/2) of the committee membership retire at any time. This requires each committee to change membership at least twice a year so that the terms of members.
8. The Board of Directors may authorize formation of new committees or dissolve them as they deem necessary for the smooth operation of HTA.
9. Apart from Committee Chair and Board of Director, there will be no other designated positions in the Committees. Each committee member (including the Chair/ Co-chairs) will have equal powers and status.?????
10. Chairpersons shall be responsible for contributing to quarterly newsletter and signing off on expenses before they are submitted to the Treasurer.

Duties and Assignments for Office Bearers

Introduction:

This section contains the roles and responsibilities of the various office bearers and volunteers of the HTA. These guidelines cover the main responsibilities and are intended to minimize confusion and miscommunication during temple operation. These are not all inclusive and may be subject to change as determined by HTA Board.



Committee Scope and Tasks:

Puja Committee: To take care of proceeding that occurs within the Puja Hall or near the Havan Kund.

Puja/ Event Scheduling: Making decision and developing/ maintaining the events and puja schedule for every day. This includes puja performed at the temple as well as at other venues – such as devotees’ homes. Maintain a daily log of schedule.

Puja Procedures: Developing and maintaining procedures to perform various puja (such as Hanuman, Mata, Satyanarayana, Jagannath puja etc.) according to Sanatana Dharma traditions. Also responsible for maintaining necessary puja/ bhajan items/ books and instruments etc.

Event Coordination: Responsible for determining the order of events and conducting the events (including daily puja). Responsible for making sure that the sequence of events and individual performers (e.g. Pujari, Bhajan singers etc.) are prepared and logistics is defined. Responsible for conducting the event in an orderly manner.

Temple Supplies: Responsible for keeping an inventory of all supplies (e.g. Agarbatti, flowers, plastic wares, Arti Thali etc.), needed for the Puja, prasad and other consumable items and replenishing the stock. Make sure that there is no shortage of any supplies during the temple events.

Temple Appearance: Responsible for keeping the puja hall, and area behind the Altar clean and orderly. It includes cleanup activities after every puja. Bring repair needs to the attention of the Building Maintenance committee.

Expense Accounting: Keeping record of all the expenses made by the Puja Committee, insuring that the expenses are controlled within the budget approved by the HTA board, preparing estimates of the monthly expenses, obtaining approval from HTA Board as well as developing an expense plan to be followed by the Puja Committee.

Membership Maintenance: This individual shall maintain an ongoing list of members and their specific information.

Fundraising: This committee shall identify opportunities to raise funds for the Temple. Opportunities should identify those activities where the return on investment far exceeds the cost and effort. They shall be responsible for organizing such events with the assistance of other Board members and volunteers to ensure success.

Building Maintenance: This committee shall ensure the Temple is maintained on a daily basis based on temple, safety and legal requirements. Keeping the premises clean including Office room and area in front of the Priest’s room.

Communications: The individual shall be responsible for ensuring proactive and latest information is provided to the members. It is expected that the web site and fliers are updated to ensure latest information.

Prasad Committee: This Committee is responsible for coordinating the regular preparation and distribution of Prasad.

- Manage Sponsorship for Prasad; Coordinate with the Sponsors to get Prasad made in accordance with rituals and menu.

- Clean the kitchen (front and back) including the dining hall before and after each event.
- Ensure cups, plates, trash bags are in place for all the events. Maintain an emergency supply in the Office room.
- Coordinate team and prepare menu on monthly basis.
- Ensure safety is considered when preparing Prasad – specifically the back.
- Prepare Bhog in accordance with the rituals and event schedule.
- Ensure volunteers in place for distribution of the Prasad.

Special Events: In cases of special events that are complex in nature, the Board of Director shall appoint Event Coordinators to manage the event. The Board of Director serves as the communication channel from the Event team to the Board. In any case, the Puja Committee and Prasad Committee should be actively involved in decision making on the specific event. Their tasks and responsibilities are listed above.