



## **The Kshatriyas Association of North America**

### **Roles and Responsibilities**

#### **Secretary Office**

- Responsible for internal and external communications
- Manage change across the organization
- Manage issues to their logical solutions and provide coordination across the teams in resolving issues.
- Manage organization by-laws including roles and responsibilities.
- Monitor progress on all key initiatives and provide support as necessary
- Manage organization documents/corporate records with the help of communications team
- Managing meetings including scheduling, minutes (Managing Calendar)
- Provide guidance and support to all Kshatriya annual events

#### **Strategic Initiatives**

##### **President**

- Manages organization operations by directing and coordinating activities consistent with established goals, objectives, and policies.
- Manage day-to-day activities and provide leadership for Finance, Membership, Women and Youth Activities.
- Manage funds allocation within sub-committees and ensure activities for the betterment of our community.
- Report and manage goals for each quarter for each one of your committees

##### **Finance Committee**

- Coordinate and reach out to Presidents for guidance on all activities
- Support Presidents/Secretary Office in developing yearly budget
- Provide oversight support all through the year on how funds allocated are being spent by different committees.
- Responsible for financial management and oversight activities (Bank Accounts etc.)
- Develop reports including IRS, financial statements for the web site.
- Coordinate and help tax returns filing by closely working with Auditor.
- Support executing the approved funds transfers by closely working with Secretary office

## **Membership Committee**

### **Vice President**

- Promote membership within the community across the regions by working with regional membership coordinators.
- Manage membership data quality (existing data) by working with regional membership coordinators.
- Manage membership approvals and data including generating reports (Ex: Region, place of origin, last name, state etc.).
- Publish the data on Kshatriya Website including filtering features for the members to use.
- Support the coordination with Matrimonial Team in managing the user's membership information.
- Support the coordination with Communications Team in managing content on website.

### **Joint Vice President**

- Identify and manage regional membership coordinators in promoting membership to the organization.
- Manage membership data quality (existing data) by working with regional membership coordinators.
- Manage membership approvals and data including generating reports.
- Publish the data on Kshatriya Website including filtering features for the members to use.
- Support the coordination with Matrimonial Team in managing the user's membership information.

## **Women's Committee**

### **Vice President**

- Coordinate and reach out to President for guidance on all activities
- Work with President to expand the women service across geographical areas
- Manage women's activities as per the vision and the budget
- Provide mentorship, guidance, coordination and knowledge sharing across women's teams
- Support the coordination with Communications in managing youth content on website
- Promote/Socialize women's committee activities within the community.
- Manage women's related communications with community by working with Secretary office.

## **Youth Committee**

### **Vice President:**

- Work with the President to organize and structure the youth committee to achieve above goals
- Work with office bearers of youth committee to Identify geographical segments
- Manage youth activities with resource constrained vision.
- Provide mentorship, guidance, coordination, and knowledge sharing among
- Joint vice presidents and mentors
- Support community events and help host teams on youth activities
- Co-ordinate and collaborate with communications team and secretary office to send timely emails to the community and organize the web content related to youth activities and support community outreach programs.

### **Joint Vice President / Mentors:**

- Work with the Vice President to achieve the above goals of the youth committee.
- Focus on segment specific community outreach activity.
- Identify segment specific youth activities for maximum youth participation.
- Gather emails and form the email group and WhatsApp group for effective communication.
- Motivate the youth to join the organization by sharing kshatriya family values

## Operations

### President

- Manages organization operations by directing and coordinating activities consistent with established goals, objectives, and policies.
- Manage day-to-day activities and provide leadership for Commutations, Community services, India operations and Matrimonial Service
- Manage funds allocation within your sub-committees and ensure activities for the betterment of our community.
- Report and manage goals for each quarter for each one of your committees

### Communications Committee

#### Vice President

- Coordinate and reach out to President for guidance on all activities.
- Manage communications service operations as per the vision and the budget.
- Manage web site including content, administration and vendor contract (if exists).
- Provide guidance and support all communications including newsletters to the community as required by Secretary office and other committees.
- Provide Quality Assurance on the content for all the communications.
- Manage distribution of all communications to the community in a timely manner.

#### Joint Vice President - Web Site

- Coordinate and reach out to Vice President for guidance on all activities.
- Manage web site with the help of content development team based on the requests from committees.
- Manage web site updates and administration activities.
- Manage website backups on a quarterly basis.
- Manage website availability all the time.

#### Joint Vice President - Newsletter & Content Development

- Coordinate and reach out to Vice President for guidance on all activities.
- Manage content development requests from all other committees through their lifecycle (Receiving request/draft, develop/update content, Quality Assurance and final approval).
- Manage the newsletter lifecycle (topics collection, development, Quality Assurance and final approval) by working with Vice President and Secretary in a timely manner.
- Execute distribution of communications including newsletter to the community.

### Community Service Committee

#### Vice President

- Coordinate and reach out to President for guidance on all activities.
- Manage following Services through Joint VPs/Leads.
  - Education Service
  - Helping Hands
  - Donor Advised Support Service
  - Any new community service initiative based on vision
- Provide mentorship and guidance for all community services activities.
- Decide on the scope of new service initiatives.
- Plan and undertake community services projects within the budgetary limitations and overall development of our community.
- Help President-Operations on budget proposals/allocations for community service.

- Report out to President-Operations quarterly on all community service activities.

#### **Joint Vice President**

- Coordinate and reach out to Vice President for guidance on all activities.
- Support all community services teams
- Coordinate with Secretary and Joint Secretary as necessary in support of community services

#### **Lead: Education Services**

- Coordinate and reach out to Vice President for guidance on all activities.
- Promote education service within the community by working with Comm VP, President - Operations and Secretary office.
- Manage education service related communications with community by working with community service VP, secretary office, communication service.
- Manage education nominations screening through background checks and due diligence.
- Engage with potential beneficiaries through nominations screening, selection and student counseling/admission process.
- Generate final report of new students every year.
- Support funds distribution to beneficiaries each year by working with Comm VP and Secretary office.
- Support India operations lead in students monitoring activities.

#### **Lead: Helping Hands**

- Coordinate and reach out to Vice President for guidance on all activities.
- Promote helping hands platform within the community by working with Comm VP, India Operations VP, President - Operations and Secretary office.
- Manage campaign requests including background checks, getting approvals from Comm VP and creating documentation for each campaign.
- Manage campaign cycles on the Kshatriya website by working with communications committee. When a campaign is posted, how long it stays etc.
- Manage communication with beneficiaries through campaign life cycle that ends with funds transfer.
- Generate quarterly report on helping hands campaigns.
- Support funds distribution to beneficiaries by working with Comm VP and Secretary office.

#### **Lead: Donor Advised Funds**

- Coordinate and reach out to Vice President for guidance on all activities.
- Promote donor advised support service within the community by working with Comm VP, President - Operations and Secretary office.
- Manage support request cycles through a process and produce necessary documentation.
- Manage communication with beneficiaries through support request cycle that ends with funds transfer along with a report to donor.
- Generate quarterly report on donor advised support services.
- Support funds distribution to beneficiaries by working with Comm VP and Secretary office.

### **India Operations**

#### **Vice President**

- Coordinate and reach out to Presidents for guidance on all activities as required.
- Assist any committee in India as they execute their services.
- Support overall operations as a member of executive committee.
- Assist executive team on organization's external communications as required.

**Matrimonial**

- Conduct a feasibility study and develop a strategy/plan to build a common matrimonial platform to serve the community both in NA and in India.
- Execute the plan and build a new integrated Matrimonial Platform including roles and responsibilities by closely working with Matrimonial team.
- Work with matrimonial team in accomplishing their goals from operations perspective

**Community Service**

- Assist community service in accomplishing their goals in the execution of various activities in India.
- Manage student monitoring activities in the education area.

**Matrimonial Committee****Vice President**

- Coordinate and reach out to President for guidance on all activities.
- Manage matrimonial operations as per the vision and the budget.
- Provide mentorship and guidance for all regional coordinators / joint vice presidents.
- Manage regional coordinators (NA and India) in support of matrimonial services to the community.
- Support the coordination with Communications in managing matrimonial content on website.
- Support the coordination with India Vice President in managing the matrimonial services.
- Support the coordination with All India Kshatriya Seva Samithi and regional Kshatriya Seva Samithis in managing matrimonial service.
- Promote/Socialize matrimonial service within the community.
- Manage matrimonial related communications with community by working with Secretary office.

**Joint Vice Presidents: Regional Coordinators**

- Coordinate and reach out to Vice President for guidance on all activities.
- Promote matrimonial service within the region.
- Manage prospective alliances and respective communications with confidentiality.
- Act as a Point of Contact for prospective alliances in that region.
- Coordinate with Matrimonial Vice President and India Vice President in support of prospective alliances from India. Then work with regional representatives from Kshatriya Seva Samithis.
- Manage all matrimonial alliance requests/entries from the community through their end-to-end lifecycle including the following:
  - Receive requests from the community.
  - Establish communication with requestors.
  - Update system and website with new request by working with communications service team.
  - Check the prospective matches within our system and coordinate with other Regional Coordinators/India Vice President.
  - Advise the requesters as necessary.
  - Close the request.