

SECTION 3: FUNCTIONS OF CENTRE COMMITTEE

1.0 GENERAL

- 1.1. It is necessary for the purpose of standardisation of activities to specify the functions of the Chairman, Secretary and Treasurer.
- 1.2. Although in accordance with the Societies Act these positions are legal requirements, it does not exclude them from the Spiritual, Educational and Service functions of the Centres and therefore, they should always be the main motivators of these activities.

2.0 FUNCTIONS OF CHAIRMAN

- 2.1 The Chairman should be the principal motivator for all Spiritual, Educational and Service activities of the Centre. Although he may consult the office bearers and other devotees, the Chairman bears the ultimate responsibility to the Central Council and to Bhagavan for the proper functioning of the Centre, in line with this manual and other guidelines issued from time to time.
- 2.2 The legal collective responsibility does not free the Chairman from his spiritual responsibility and KARMIC consequence of activity or non-activity, that he alone must bear.
 - a. The Chairman is the overall authority of the Centre and shall preside at all general and committee meetings.
 - b. The Chairman should from time to time hold meetings with all or specific activity Coordinators to ensure that everything is progressing smoothly in line with Sai ideals and to discuss future programmes and/or problems of the Centre.
 - c. The Chairman is responsible for carrying out any instructions, guidelines etc., which may be issued by the Central Council from time to time.
 - d. The Chairman is responsible for implementing the guidelines given in this manual, to ensure that the various office bearers carry out their functions as prescribed in this manual and to hand over the manual to the next incoming Chairman at the end of his term.
 - e. The Chairman shall also ensure that the functions of the Principal Activity Coordinators are explained to them and shall arrange to reproduce copies of the description of their functions as shown in this manual for their guidance and retention.



- f. Wherever a Centre embarks on any building project, the Chairman should ensure that specific written approval of the Central Council is obtained prior to collection of funds from the public or from devotees for this purpose. Breach of this condition shall cause the Centre to be immediately de-registered as a branch of the Central Council.
 - g. No funds should be solicited from non-Sai devotees for celebrating Bhagavan Baba's birthday celebrations or other religious functions conducted by the Centre.
 - h. The Chairman may appoint a DEPUTY CHAIRMAN (who will help to conduct matters of the Centre in the ABSENCE of the Chairman), and also ASSISTANT SECRETARIES and ASSISTANT TREASURERS as the need arises. These positions shall be called 'SPIRITUAL PORTFOLIOS' and have NO legal status. The Spiritual dimension of SAI CENTRES should be borne in mind and no 'PETTY MINDED' or 'POSITION SEEKING' bickering should arise as to the 'LEGALITY' and 'AUTHORITY' of these portfolios. The persons so appointed may also perform and co-ordinate other Service, Educational or Spiritual activities of the Centre.
- 2.3 Bhajan Unit: The Chairman shall also oversee and assist the Bhajan Units placed under the care of his Centre. The Coordinator of such Bhajan Units shall report to the Centre Chairman and submit quarterly/annual reports to the Chairman for inclusion of the same in the Centre's quarterly/annual reports to the Central Council via the State Coordinators.
- 2.4 In exceptional circumstances, the State Coordinator may decide that a Bhajan Unit may come under the direct control of the State Coordinator, in which case the Bhajan Unit Coordinator shall be appointed by the State Coordinator, and shall report to the State Coordinator. In so far as the financial and administrative reporting is concerned, the Bhajan Unit shall come under a parent centre recommended by the State Coordinator.

3.0 SECRETARY

- 3.1 The Secretary shall be the Executive Officer of the Centre and shall look after the daily routine correspondence of the Centre and the implementation of the decisions of the Centre and the Central Council.
- 3.2 He shall be responsible for the maintenance of an indexed Register of Members which gives complete details of the Active and Associate Members and their interests as shown in Appendix 3A. This index will serve the Coordinators to discharge their functions more effectively and efficiently especially when forming their core teams.
- 3.3 The Secretary shall convene all general meetings as well as meetings of the Centre Committee and shall prepare the Notice/Agenda for the same in consultation with the Chairman.
- 3.4 He shall be responsible for keeping proper records of all minutes of general meetings and Centre



Committee meetings, conducting all correspondence and keeping all books, documents and papers of the Centre except the accounts and financial records.

- 3.5 He should also ensure that the correct letter head is used at all times for all correspondence. Specimen of the letter head is shown in Volume 2.
- 3.6 Draw up a yearly or half yearly calendar of Spiritual and Service activities of the Centre. This calendar will form the basis of planning and execution of all activities, especially to avoid clashing of activities.
- 3.7 The Secretary shall conduct the activities of the Centre in accordance with the Constitution of the Central Council and the Societies Act 1966.
- 3.8 He shall be responsible for the timely and correct submission of quarterly reports to the Central Council via the State Coordinator following the formats as shown in the formats Ref: SPI (CC/07/04) No. 1 Rev 1 – Yr 2006, EDU (CC/07/04) No. 1 Rev 1 – Yr 2006 and SER (CC/07/04) No. 1 Rev 1 – Yr 2006 in Volume 2.
- 3.9 In addition to these functions, the Secretary may also be assigned to co-ordinate other specific activities as the need arises i.e. he may be given other 'Spiritual Portfolios'.

4.0 TREASURER

- 4.1 Treasurer shall be responsible for the finances of the Centre and to keep the necessary books or accounts in respect of receipt and payments of the Centre and to get the same audited. He will also present a list of Centre assets/property for audit. He shall brief the Chairman of the Centre from time to time with regards to the status of funds of the Centre and to submit a statement of accounts of the funds during the Centre Committee meetings, at least on a quarterly basis. Please refer to Section 13 of this manual on 'Accounting Requirements and Banking Procedures'.
- 4.2 The Treasurer is required to prepare a quarterly statement of Receipts and Payments for the preceding quarter, and shall forward the same to the National Treasurer for the record of Central Council.
- 4.3 The Treasurer is to ensure that Centre funds are not utilised without proper approval/authorisation of the Chairman or in his absence, that of the Secretary. Such approval/authorisation must be recorded and signed in the vouchers issued. For more details please refer to Section 13 of this manual on 'Accounting Requirements and Banking Procedures'.



- 4.4 The Treasurer is to ensure that the annual statement of the accounts is duly completed, audited and presented for approval at all Annual General Meetings and that it is submitted to the Registrar of Societies by the specified time. He shall hold petty cash not exceeding five hundred ringgit (RM500/-) at any one time. In addition to these functions, the Treasurer may also be assigned to co-ordinate other specified activities as the need arises i.e. he may be given other 'Spiritual Portfolios'.
- 4.5 As a legal requirement, and for accountability of public funds, the outgoing Treasurer should prepare a Handover Document that consists of the following documents:-
- a. All unused receipt books, with a list stating their receipt numbers
 - b. Current financial Year's receipts (If the handover is before the financial year)
 - c. Current cheque book and all unused cheque books
 - d. Petty Cash balance and its account
 - e. List of all assets/property
 - f. Any other Financial documents
- 4.6 The Societies Act 1966 Section 9 (f) (iii) is very clear with regard to taking possession or detaining any property and any defaulter will be liable for prosecution and punishment. Therefore, all office bearers are advised to execute proper handover/takeover and to ensure that all property, books, files etc are handed over correctly.
- 4.7 The Treasurer shall ensure that all Petty Cash Vouchers, Cheque Payment Vouchers and Official Receipts are printed with running sequential numbers, as in the samples in Section 13.
- 4.8 The responsibilities of the Treasurer as detailed in this section shall equally apply to the matters concerning Bhajan Units formed under the Centre.



5.0 HANDOVER/TAKEOVER

- 5.1 While it is appreciated that the Sai Movement is a Service and Spiritual Organisation, for ease of administration and above all for the smooth continuity of the various positions, especially during changes of office bearers, a proper handover / takeover must be executed. In this respect, the respective committee members and activity coordinators are advised to compile notes, outlining their functions, outstanding matters and any other points that need to be brought to the attention of the successor and incorporate in the respective files for handover. This requirement is compulsory for all legal office bearers. A special handover/takeover document has been designed and a specimen copy of the document shown as Appendix 3B.
- 5.2 Four copies of the document will be prepared and distributed as follows:-
- a. National Secretary of the Central Council – 1 copy (only in the case of Chairman of a Centre)
 - b. Centre File – 1 copy
 - c. Incoming Committee Member – 1 copy
 - d. Outgoing Committee Member – 1 copy



Appendix 3A

SATHYA SAI BABA CENTRE OF SUBANG JAYA
REGISTER OF MEMBERS

NO.	Member No	NAME	MALE / FEMALE	IC NO	ADDRESS	TEL NO.	STATUS	Blood Group	Prepared to assist in
1	115/S/J02	ANANTHAN	M	760919-01-5199	18, TINGKATT1, BLOK X, JUN SS3/1, 47500 SUBANG JAYA		ACTIVE	B -	Teaching Tamil
2	230/S/J02	KAVITHA	F	690199-09-5173	11, JUN 4/6, BDR KINRARA, 47100 PUCHONG	80760060	ASSOCIATE	O	Handicrafts
3	319/S/J02	ANJALI	F	680191-01-6886	148, JLN SS7/1, 47500 SUBANG JAYA	56300040	ACTIVE	B+	Altair preparation
4	468/S/J02	NARAYANAN	M	690199-09-5173	5, JUN USJ 1/4/1, 47600 SUBANG JAYA	56366045	ACTIVE	B-	Medical
5	586/S/J06	RAJARAM	M	760919-01-5199	1 JUN USJ 1/2, TVN SUBANG PERMAL 47600 SUBANG JAYA	016 6004073	ASSOCIATE		Motivation Medical camps, entertainment
6	16/S/J02	BALAN	M	690199-09-5173	146, JLN USJ 14/1/20, 47600 SUBANG JAYA	80203808	ASSOCIATE	B+	
7	01/S/J01	MOHAN	M	680191-01-6886	6, JUN BELATUK 2, 47100 BDR BARU PUCHONG	80706350	ACTIVE	O	Food preparation
8	03/S/J01	AUCE CHONG	F	690199-09-5173	131, JLN USJ 16/14, 47610 SUBANG JAYA	56305833	ACTIVE	A+	Centre maintenance
9	33/S/J04	DHANAGUNAN	M	551007-08-5080	11, JALAN SS19/1, 47500 SUBANG JAYA	56300723	ASSOCIATE	A	EHV teacher
10	88/S/J06	SEETHA	F	771111-05-5765	1, JALAN SS20/22, PETALIN JAYA		ACTIVE		Tuition Typewriting, computer work
11	28/S/J02	RAJ VITTAL	M	550890-07-5099	1 JUN USJ 1/2, TVN SUBANG PERMAL 47600 SUBANG JAYA	77280080	ACTIVE	B	
12	29/S/J02	GOVATHI	F	680801-71-6000	11, JUN 4/6, BDR KINRARA, 47100 PUCHONG	77280080	ACTIVE	O	General
13	81/S/J06	RANJIT KAUR	F	570331-08-5565	7, USJ 4 2/ F, SUBANG JAYA 47600 SELANGOR	016 4028854	ASSOCIATE		Counselling photostating
14	04/S/J01	GUNAGEGARAN	M	760919-01-5199	18, JUN SS7/1, 47500 SUBANG JAYA	56300040	ACTIVE	A-	
15	89/S/J06	KRISHNAN NAIR	M	690199-09-5173	3 JALAN SS 22/18, 47400 PETALING JAYA	77280080	ACTIVE		
16	94/S/J06	JAIKUMAR	M	680191-01-6886	6, JUN BELATUK 2, 47100 BDR BARU PUCHONG		ASSOCIATE		
17	90/S/J06	GANAPATHY	M	690199-09-5173	148, JLN SS7/1, 47500 SUBANG JAYA	80766803 012 3706004	ACTIVE	O+	
18	71/S/J06	JAYANTHI	F	690199-09-5173	5, JUN USJ 1/4/1, 47600 SUBANG JAYA	60570300 016 6500473	ASSOCIATE		



APPENDIX 3B

HANDOVER/ TAKE OVER DOCUMENT

SATHYA SAI BABA CENTRE : _____

POSITION : _____

Details Of Person Handing Over

Name : _____

Address (Home) : _____

(office) : _____

Telephone (Home) : _____

(office) : _____

(mobile) : _____

I am enclosing explanatory notes to highlight principal points pertaining to my position and also all outstanding matters. I am also enclosing a copy of the Manual on the Practical Guide for the Operation of Sai Baba Centres in Malaysia. Herewith are all the required documents.

Signature : _____ Date: _____

Details Of Person Taking Over

Name : _____

Address (Home) : _____

(office) : _____

Telephone (Home) : _____

(office) : _____

(mobile) : _____

I am satisfied with all the explanations given and I am happy to receive this handover.

Signature : _____ Date: _____

