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# GUIDELINES FOR COMMITTEES

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JUNE 1, 2015  
FOBANA EXECUTIVE COMMITTEE

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## **Roles and Responsibilities of Constitution and Procedure Committee**

The Committee is responsible for reviewing the Articles of Incorporation, By-laws, and its Operating Procedures, all official forms, and guidelines and report their recommendation to the Executive Committee.

- The Committee will periodically review the policies and procedures and draft revised versions to be presented to the Executive Committee for ratification.
- The Committee will periodically review the forms used and revise them if necessary before presenting them to the Executive Committee for ratification.
- The Committee will solicit input from other EC members and include their suggestions in the draft proposal.
- The Committee will propose any new amendment to the Executive Secretary before the stipulated deadline for Annual General Meeting so that the Executive Secretary can inform the members.



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Federation Of Bangladeshi Associations in North America

Website: [www.fobanaonline.com](http://www.fobanaonline.com)

Facebook: <http://on.fb.me/1oFezll>

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## Roles and Responsibilities of Legal Committee

The Committee is responsible for handling all legal aspects of the organization.

- The Committee will handle all legal issues affecting the operation of FOBANA, consultation with experts, select and hire and on call Attorney, initiate action to promote and protect FOBANA interest, represent FOBANA and handle all legal issues, guide to resolve disputes, mediate variances, and review important letters and documents before they are issued as needed.



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## Roles and Responsibilities of Unification Committee

The Committee is responsible coordinating all matters related to unification efforts between different groups who like to join FOBANA.

- The Committee will initiate dialogues with any individual, organization or group of organizations to a part of FOBANA.
- The committee will create proposal and then present them to EC for approval before giving it to the negotiating parties



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## Roles and Responsibilities of Media and Public Awareness Committee

This committee will be responsible for all Media and public facing matters

- This committee will create all press release and send them to media outlets.
- This committee will write articles and publish them in FOBANA website to create public awareness for FOBANA

## **Roles and Responsibilities of Business and Investment Committee**

The core mission of this Committee is to provide service, promote and facilitate business opportunities between USA and Bangladesh by American, NRBA (Non-Resident Bangladeshi Americans) and Bangladeshi businessmen. As a non-profit organization FOBANA will not engage itself in any for profit business.

- The committee will not engage in any business directly on behalf of FOBANA
- Committee is responsible for making contacts with potential NRBA (Non-Resident Bangladeshi Americans) looking for investment opportunities in both Bangladesh and USA.
- Explore Retirement Planning and Retirement Investment, Investment in Real Estate and or properties by providing advice, and seed money or start-up capital, pre-IPO funds or franchising finance.
- The committee will maintain contact with Bangladeshi Business Organizations, prepare and maintain all professional NRB database, prepare and maintain NRB investment database and formulate policies.
- The committee will be responsible for open communication, leading and guiding on NRB issues, liaising with Bangladesh Embassy and Government at home, liaise with US and Bangladesh Business Council, hold seminars and share information.

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## **Roles and Responsibilities of Budget and Finance Committee**

The Committee is responsible for reviewing the Articles of Incorporation, By-laws, and its Operating Procedures, all official forms, and guidelines and report their recommendation to the Executive Committee.

- The Committee will develop policies and procedures and present them to the Executive Committee for ratification.
- The Committee will handle all legal issues affecting the operation of FOBANA, consultation with experts, select and hire and on call Attorney, initiate action to promote and protect FOBANA interest, represent FOBANA and handle all legal issues, guide to resolve disputes, mediate variances, and review important letters and documents before they are issued as needed.
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## Roles and Responsibilities of Youth Forum Committee

The Committee is responsible for all youth matters affecting their interest.

- Help to meet their basic personal and social needs to be valued and useful, and build skills and competencies that will encourage them to function and contribute not only to their daily lives but also for the benefit of the community they belong.
- Establish contacts and create a database, develop youth chapter, encourage leadership, participation in education, access to computers, learn languages and culture, educate in communication, guide to work with diversity in mainstream, host seminars, participate in volunteer service, assist necessary training and job search in local businesses which employs youth in meaningful and relevant work.
- Find out talents among the young generations from across the nation, highlight them in FOBANA website, Facebook and Newsletter.
- Encourage young writes to write to FOBANA Newsletters, be contributors in FOBANA website.

## **Roles and Responsibilities of Health and Wellness Committee**

The Committee is responsible for providing guidance and recommendation for healthy living, nutrition, homemaking, mental health and general wellness.

- One of the prime goal of this Committee would be to create a support portal with relevant contact information for the abused women (Those who are suffering in silence)
- To create a hotline where the victim can leave message in Bangla or English if necessary. Calls will be directed to Women Affairs designated person who will then re-route it to the right agency.
- Invite and work with other local national agencies and industry leading experts in this area so that we can provide the necessary support on a national level.
- Publish some useful papers in easy to read Bangla and create powerful messages in video and distribute via YouTube, FOBANA Facebook page and website.
- Continue educating women in various cities and explain their rights and where they can go for help and create guidelines to women entrepreneurs who want to open a business (boutique, sarees, jewelry etc.).
- Dos and don'ts of how to do a business from home (for women).
- Educate how to form a company, run a business etc., and build an exchange portal where they can get in touch with vendors in Bangladesh for products.
- Highlight successful Bangladeshi women entrepreneurs in our website and invite them to FOBANA convention.
- Provide written articles about the nutritional values of our everyday ethnic foods.
- Highlight risks among men of Bangladeshi origins supported by research
- Invite the physicians of Bangladeshi origins to help build a network of support in the healthcare area.

## **Roles and Responsibilities of Social Networking Committee**

The Committee is responsible for leveraging online tools such as Facebook, Twitter, Google+ etc. to promote FOBANA and its activities.

- The Committee will actively seek young volunteers who are visible and frequent visitors in the social media and groom them to become FOBANA promoter
- The Committee will educate the young generation about FOBANA history so that they can spread the news.
- The Committee will ensure that FOBANA is very visible in the cyber world however all messages will be in tune with FOBANA goals and mission.

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## **Roles and Responsibilities of Newsletter Committee**

The Committee is responsible for leveraging online tools such as Facebook, Twitter, Google+ etc. to promote FOBANA and its activities.

- The Committee will actively seek young volunteers who are visible and frequent visitors in the social media and groom them to become FOBANA promoter
- The Committee will educate the young generation about FOBANA history so that they can spread the news.
- The Committee will ensure that FOBANA is very visible in the cyber world however all messages will be in tune with FOBANA goals and mission.

## **Roles and Responsibilities of Bangladesh Liaison Committee**

The Committee will work as a bridge between contacts in Bangladesh FOBANA EC in USA on all matters related to FOBANA interest.

- The Committee will work with media, keeping contacts with professionals engaged in arts and culture, business, banking, education, industry, government, manufacturing, and media to project FOBANA mission and objectives and gain their support.
- Assist in the selection of guests and artists for participation in the FOBANA Convention. However, the final decision will be made by Host Committee.
- Maintain a database for all contacts in Bangladesh and share with FOBANA EC.
- Hold press events at the Press Club or other suitable venues.
- Promote and encourage Universities to participate in Seminars and other activities at the FOBANA convention
- Help to set up meetings for FOBANA EC visiting Bangladesh with media, journalists and important personalities to gain their support and promote partnership in our effort to implement FOBANA mission and objectives.
- Promote FOBANA in a positive manner and debunk any myths and misconception about FOBANA by participating in talk shows, interviews and round table discussion.
- Open dialogue with relevant parties in Bangladesh and recommend to EC how FOBANA can make tangible impact to Bangladesh in an unbiased and non-political manner.
- Seek sponsorships for FOBANA from prominent business entities.

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## Roles and Responsibilities of Seminar Committee

The Committee will be responsible for inviting prominent academicians, scientists, research experts, subject matter experts, technical professionals to review papers, presentations submitted to FOBANA for Seminar presentation.

- Presenters will be allowed to submit their papers online via FOBANA website,. These papers will then be sent to a mailbox of this Committee.
- The Committee members will review and catalogue the papers.
- All papers will be in a database so that anyone can do research on these valuable papers.
- Invite Bangladeshi students in all major North American and Bangladeshi universities to submit papers.
- All papers will be published online after the review process.
- The Committee will pick the best papers among the submitted series then invite them to attend the FOBANA Convention. The list will also be presented to the host committee. Host committee will decide whom they want to pay for ticket and accommodation.
- Liaise with the Host Committee and work with them closely to organize seminars and provide the topics selected by the Committee for presentation at the convention
- Recommend prominent individuals who have made extraordinary contribution in the field of arts, business, social, political, medicine and science & technology for recognition by the FOBANA EC at the convention.

## Roles and Responsibilities of Cultural Committee

The Committee is responsible for promoting the cultural aspects of FOBANA and maintain coordination with the Host Committee on the cultural affairs.

- The Committee will help member organizations to promote their cultural events, dramas, dance groups, singers to attend other member states.
- The Committee will lead and guide the Host Committee and its cultural committee to organize cultural events at the convention
- The Committee will actively seek talents across North American and recommend them to Host Committee for inviting them to the convention.
- The Committee will select judges during the convention to pick the best performer award
- The Committee will help the host committee to arrange promotional tours or events leading to the convention.
- The Committee will actively promote the FOBANA Artist Database.
- The Committee may help the host committee to get artists from Bangladesh, but FOBANA will not be engaged in any business contract or financial dealing with Host Organization or the artist.
- The Committee will not be responsible for any artist payments during the convention
- The Committee will collaborate with the Media and Public Awareness Committee to publish FOBANA Newsletters.
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## **Roles and Responsibilities of Alumni Committee**

The core mission of this Committee will be to invite, show proper respect and keep in touch with the FOBANA Alumnus.

- The Committee will develop and maintain a database with the contact information for all FOBANA alumni
- All alumni will be formally invited to the convention and to their special breakfast event.
- A FOBANA pin will be presented to these Alumni (depends on budget approval)
- All alumni will receive a Certificate of Appreciation for their contribution to FOBANA
- All alumni will be requested to send their complete bio data and picture which will be permanently archived and promoted in FOBANA website.
- FOBANA EC will provide special lanyard for the FOBANA Alumni distinguishing them all other guests.
- Alumni will be invited to participate in the Committees.

## **Roles and Responsibilities of Membership Verification Committee**

The Committee is responsible for verifying the membership applications of organizations both new and old.

- To assure that their registration is current with the State and also with IRS,
- Verify if they have Articles of Incorporation and By-Laws
- Verify if they have minimum number of paid members , held elections according to their Articles of Incorporation, paid membership dues,
- Verify if they paid their registration fees with the Host Organization and validate their membership status so they can vote in the annual election held by the Executive committee.
- Retain a database for membership organization, maintain documentation with necessary registration forms including copies of Registration with state and IRS, identify deficiencies, provide opportunities to make correction, and recommend any modification of processes and policies.
- This Committee will present the membership application to the EC monthly meetings and recommend that their membership be granted to the organization. Once EC accepts the application, then membership package will be sent to the organization.



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## Roles and Responsibilities of Mainstream Liaison Committee

The Committee is responsible for communicating with the mainstream personalities and open dialogue with them

- This Committee will invite mainstream politicians and prominent people in FOBAA convention

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## **Roles and Responsibilities of Awards and Guest Selection Committee**

The Committee is responsible for coordinating FOBANA awards and help select guests for FOBANA Convention.

- The Committee will prepare guideline and criteria to select candidates for FOBANA award and then present the list to FOBANA EC for final approval
- The Committee will suggest and help in contacting guests for the FOBANA convention by working closely with the Host Committee. The Host Committee will have the final say on who they want to invite.
- The Committee will order awards ahead of time, keep them and coordinate the award presentation ceremony when the FOBANA Chairperson will present the award.
- The Committee will coordinate with the Host Committee to reserve the time slot for presentation
- The Committee will work with the Cultural Committee for the best cultural performance awards

## Roles and Responsibilities of Scholarship Committee

The Committee is responsible for fund raising, selecting and finally awarding annual scholarships to talented students from Bangladeshi origin

- The Committee will prepare guideline and criteria to select candidates for FOBANA Scholarships and present the list to FOBANA EC for final approval
- This committee will raise funds for the scholarship
- Donation for the scholarship program can be received from individuals and/or organizations in USA and/or Bangladesh
- Each scholarship will be for the amount of \$500. Donors can contribute in multiples of \$500. There is no maximum limit.
- All donations to are tax-exempt to the maximum limit allowed by law
- Money donated towards the FOBANA scholarship fund should only be used for the objective of the committee
- All donations collected for a given year will be given away as scholarships for that given year.
- The financial awards will be given to the students from the host city/state of the Convention for the respective year
- The financial award will be a one-time financial award \$500 per student
- The Host Committee will work with the Scholarship Committee and Central Committee to seek and select the recipients
- The awards will be personally presented to the recipients by the donors themselves during the FOBANA Convention
- Each Donor will be given a Certificate of Appreciation from FOBANA for their contribution
- The applicants must be Bangladeshi Americans residing in the State where the Convention is being held.
- High School Graduates who have a cumulative GPA between 3.8 - 4.0 in the given year of the Convention.
- Applicants must have community involvement
- A properly filled out Application form, a color photo must be submitted by two months before the convention of each year. This date can be changed by the Scholarship Committee.
- The recipients must agree to allow FOBANA to publicize their photo, name for promotion.
- Each year the Scholarship Committee will come up with a topic for the essay
- The essay (500 words or less) will be submitted to the Scholarship Committee
- The Scholarship Committee may invite other members of the community or academic to review the essay.
- The Scholarship Committee will then short list the candidate and submit to FOBANA EC for final ratification



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- After the ratification the award recipients will be officially notified
  - The awards will be given on the last day of the convention on the main stage
  - No members of current FOBANA Executive Committee or Advisers can participate in the scholarship program
  - This committee will have at least 3 past FOBANA Chairperson as members
  - The current Chairperson and the Executive Secretary will be officio members