



UNIBUDS

The University of New South Wales Buddhist Society

UNIBUDS c/o The Religious Centre. Room 311, 3rd floor, Squarehouse UNSW,
Kensington, NSW 2052 AUSTRALIA

PRESIDENT

- Acting as the spokesperson of UNIBUDS
- Chairing meetings
- Coordinating the Executive Committee (EXCO) members
- Being responsible for day to day operation of UNIBUDS
- Ensuring that all duties delegated to others are carried out
- Liaising with Honorary Secretary regarding aspects of Agenda and meeting minutes
- Liaising with Honorary Treasurer regarding financial matters

EXTERNAL VICE PRESIDENT

- Assisting the President
- Acting as Acting President in the absence of the President
- Booking rooms for functions
- Coordinating the publicity of UNIBUDS activities
- Managing relations with external organisations
- Liaising with Webmaster for the maintenance of UNIBUDS website

INTERNAL VICE PRESIDENT

- Attending to the welfare of the members
- Updating members with UNIBUDS activities through weekly emails
- Enhancing the Buddy system
- Organising celebration of members' birthdays and graduations

HONORARY SECRETARY

- Recording of agenda and minutes of official EXCO meetings
- Managing correspondence with external organisations
- Collecting report of activities
- Collecting mails (from pigeon hole in Religious Centre)
- Keep custody of all documents, forms, records, and files of UNIBUDS
- Recording all UNIBUDS activities held throughout the year

HONORARY TREASURER

- Handling of all the financial matters
- Presenting up-to-date financial position of UNIBUDS during meetings

GENERAL SECRETARY

- Updating membership list of UNIBUDS
- Distributing publications to members
- Maintaining and organising the supply of free distribution books
- Replenishing of refreshments in UNIBUDS Library for Dhamma talks and other activities
- Maintaining UNIBUDS Library including books and audio-visual materials on Buddhism
- Coordinating the cataloguing of library books
- Coordinating librarians

ARCHIVE SECRETARY

- Maintaining UNIBUDS Library Archive
- Organising UNIBUDS archive including past and current photographs, membership forms, files and documents
- Collecting and archiving photographs from UNIBUDS events
- Assigning photographers for UNIBUDS events

ACTIVITIES DIRECTOR

- Organising and coordinating social activities that are different from the current activities

SPORTS DIRECTOR

- Organising and coordinating weekend sports activities

ENGLISH & CHINESE DHAMMA TALK COORDINATORS

- Coordinating and organising weekly Dhamma Talks
- Liaising with speakers of the talks
- Liaising with Webmaster for uploading Dhamma Talks voice recordings to the UNIBUDS website

MEDITATION COORDINATOR

- Organising and promoting regular lunchtime Buddhist Meditation sessions and a few workshops at the University
- Providing reference and information in regards to Buddhist Meditation practices

SACCA EDITOR

- Publishing quarterly Sacca Newsletter
- Coordinating the Sacca editorial team
- Promoting better communication among UNIBUDS members through newsletters (e.g. Informing members about past and upcoming activities)
- Promoting Buddhism within the University and among the public

ANNUAL MAGAZINE EDITOR

- Publishing the Annual Magazine
- Coordinating the Annual Magazine editorial team
- Promoting Buddhism within the University and among the public
- Recording the activities for the year of UNIBUDS

SUBCOMMITTEES

- Publicity Team
- Welfare Team
- Library Team
- EDT Team
- CDT Team
- Meditation Team
- Activities Team
- Sacca Team
- AM Team