## EXCO PORTFOLIO DUTIES

### 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

* Maintaining UNIBUDS Library including books and audio-visual materials on Buddhism
* Maintaining and organising the supply of free distribution books
* Coordinating the Library Team
* Updating membership list of UNIBUDS • Maintaining and organising UNIBUDS Library archive including past and current photographs, membership forms and documents
* Coordinating the cataloguing of library books
* Distributing publications to members
* Replenishing of refreshments in UNIBUDS Library for Dhamma talks and other activities
* Collecting and archiving photographs from UNIBUDS events



## 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

The following Subcommittees will be recruited to assist the EXCO throughout the term.

* Publicity Team
* Welfare Team
* Library Team
* Activities Team
* English Dhamma Talk Team
* Chinese Dhamma Talk Team
* Meditation Team
* Sacca Team
* Annual Magazine Team

## ACTIVITIES DIRECTOR

* Organising and coordinating social activities that vary from current annual activities, including weekend sports 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 coordinating regular Buddhist Afternoon Meditation sessions and 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