

Sri Venkateswara Swamy Temple of Colorado



1495 S Ridge Rd, Castle Rock, CO 80104

COMMITTEE CHAIRMAN NOMINATION FORM – 2016 TERM

Contact Information	
Name:	
Mailing Address:	
Email Address:	
Contact Phone Nos.:	
Position Requested: (Check only one position)	<input type="checkbox"/> Religious Committee Chairman <input type="checkbox"/> Finance Committee Chairman <input type="checkbox"/> Web and Communication Committee Chairman <input type="checkbox"/> Multimedia Committee Chairman <input type="checkbox"/> Education and Cultural Committee Chairman <input type="checkbox"/> Annapurna Committee Chairman <input type="checkbox"/> Facilities Committee Chairman
Briefly state your reason for seeking this position	
Please check the appropriate answers to the following questions	
Do you understand the time required for this position and will you have time to fulfill the duties? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be able to attend the necessary meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you prepared to fulfill the full term of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Signature: _____

Date: _____

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General requirements

- Spend at least 5 hours/week of volunteer time as needed.
- Respect the guidance and decisions of the board.
- Maintain the dignity and integrity of the temple

Religious Committee responsibilities and guidelines

- Prepare annual religious committee budget.
- Work with the priest and prepare the temple calendar for the next year.
- Prepare and present to the board, a listing all the religious events that will be celebrated at the temple for approval.
- Provide daily pooja schedule to the priests for all the gods at the temple.
- Review and approve all temple event fliers from communications committee.
- Maintain and cross check temple pooja item inventory on a periodic basis.
- Keep all temple jewels and other valuables in a safe locker and implement process for its access and safe keeping.
- Purchase pooja items as and when required.
- Make sure that the annual pooja sponsors list is up to date with new additions and deletions.
- Create and maintain a list of all devotional songs and stothrams relating to all deities in the temple in an electronic format.

Finance Committee responsibilities and guidelines

- Maintain and operate temple's computer based financial system.
- Capture donor information including address, phone, email address, gothram, and nakshatram of family members in the financial system.
- Recording and management of all incoming transactions and realization of checks, credit card transactions, and cash.
- Deposit the checks and cash into the appropriate bank accounts at least once a week.
- Create various reports as needed by the board of trustees and the executive committee.
- Prepare and disburse tax letters for donations and contributions of members at the end of the tax year.
- Backup computer based financial database periodically and provide a copy to the chairman of the board on a periodic basis.

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- Maintain annual pooja sponsorship details and provide updated information to religious committee and priests.
- Assign front desk volunteers for weekends and event days.
- Monthly reconciliation of all temple accounts
- Implement financial data transparency.

Web and Communications Committee responsibilities and guidelines

- Publish all approved communication on the web site in a timely manner.
- Manage website email address groups and its recipients.
- Send approved e-mails to devotees regarding upcoming temple events and announcements.
- Display event related fliers and posters at the temple.
- Keep all the devotee email addresses up to date.
- Provide backup of all flyers and other content to the chairman of the board on a periodic basis.

Multimedia Committee responsibilities and guidelines

- Maintain temple Audio system for use at all temple events.
- Make sure all temple resources like cameras, camcorder, memory cards, and batteries are available for all major temple events and is in working condition.
- Provide video and photography for all temple events.
- Enforce "No Outside Video and Photography Policy".
- Provide videos and photographs to website and communication committee for website updates.
- Keep library of all pictures and videos.
- Create temple special event DVDs for a cost.

Education and Cultural Committee responsibilities and guidelines

- Coordinate and organize classes of all types of classical music, dance, art, Indian languages, and literary programs which shall reflect Hindu Cultural Heritage.
- Coordinate and organize educational classes on Hinduism and on Indian culture for the benefit of members, devotees and kids.
- Collect and forward all payments from parents to the finance committee
- Assist in the development and maintenance of the temple library.
- Organize cultural programs at various temple events.

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- Prepare temple newsletter on a periodic basis.

Annapurna Committee responsibilities and guidelines

- Organize food preparation, sale, and distribution of prasadam to devotees on the weekends and special event days at the temple.
- Ensure required kitchen supplies and groceries are replenished regularly.
- Manage a schedule for volunteers in the kitchen
- Maintain kitchen inventory.
- Oversee the temple kitchen is running smoothly.

Facilities Committee responsibilities and guidelines

- Maintain temple facilities to provide a safe and clean environment for the devotees.
- Inspect facilities on a periodic basis and get board's approval to schedule repairs and upgrades.
- Plan an event at the temple for devotees to join in cleaning, painting, planting flowers and undertaking minor repairs.