

GUIDE FOR LOCAL COMMITTEES

I. OVERVIEW

Why do we have Subud groups?

First, there are many benefits to doing latihan together. For example, it helps us to have regular latihans at a particular place and time. Furthermore, by receiving the latihan in groups, we become acquainted, and learn from and support each other. Also, one can enjoy social events and meet people from other groups. Second, in groups, we can participate in activities together, such as an enterprise or social project. When we do this, we put the latihan to use by following our guidance, as explained by Bapak.

Forming a committee

In most local groups, the chairperson is selected by testing in front of the membership. Afterwards, the testing is confirmed by a vote of the membership. The chairperson chooses the rest of the committee so that he or she can have a team that he or she can work well with. This is also an extension of the trust placed in the person who is tested and voted into office.

Committee and helpers

The work of the committee relates to and supports the work of the helpers and vice-versa. When the committee and helpers work well together and support each other, things in the group tend to go smoothly. This harmony and mutual support is reinforced by the regular helper / committee latihans. It is also recommended that the committee and helpers have an occasional weekend meeting or retreat in order to get to know one another, to receive together about the needs of their group, and regarding one's respective roles, responsibilities, strengths and weaknesses. To gain a deeper understanding of committee and helper work and how they complement one another, it is useful to listen to and read Bapak's talks to helpers and committees.

What is the work of the group committee?

Some of the responsibilities may include:

- Providing latihan space
- Managing group finances, fundraising
- Maintaining/developing the group's facilities
- Communicating news, events and other Subud information
- Scheduling regular membership or group meetings
- Supporting the national (or regional) organization: membership census, pledges, delegates to congresses, reports, etc
- Maintaining the group's files and membership list
- Becoming familiar with the Subud organizations at all levels and their interrelationships
- Becoming familiar with relevant laws/bylaws
- Welcoming new members and providing a welcoming atmosphere for new members
- Providing social activities for the group
- Providing a library of Subud literature for group members and information for enquirers

- Encouraging members to participate in wing organization activities such as enterprises, charitable projects, cultural, youth, health and educational activities
- Distributing information to those who wish to know about Subud
- Participating in outreach activities such as charitable projects and cultural activities
- Working with the group helpers to create an environment that encourages the growth of the latihan and the development of the members of the group.
- To support, insofar as it is appropriate, the initiatives of members.

II. JOB DESCRIPTIONS

Group Chairperson

1. Provide organizational systems to meet the needs of the group.
2. Hold regular group meetings.
3. Provide a healthy forum for discussion of issues, members' ideas, wishes, criticisms, etc.
4. Provide for and make arrangements for maintenance of a suitable facility for the practice of the latihan kejiwaan with assistance from the committee or a Subcommittee.
5. Organize and preside over regularly scheduled meetings for the committee, committee and helpers, and general membership, including general or specific agenda preparation.
6. Review the finances of the group.
7. Oversee the purchase, financing, development, sale, maintenance, insurance, etc, of the Subud property owned by the group. Liaise with the national committee, or trustees if the Subud property is owned nationally or by a Trust.
8. Organize and oversee all fundraising within the group, both by donation and special event.
9. Form and oversee subcommittees for specific duties as and when required.
10. Actively participate in group activities
11. Act as a liaison and or representative for the group with other levels of the Subud organization, eg, regional, national.
12. Participate in regularly scheduled latihans with the committee and helpers.
13. Act to unify thoughts and feelings in committee and membership meetings to facilitate harmonious decisions.
14. Encourage members to participate in wings organization activities: enterprises, charitable projects, cultural, youth, health and educational activities. Appoint group chairs to wings' positions.
15. Provide a library of Subud literature for group members, including tapes, videos, DVDs, and information for enquirers.
16. To report to the national committee as required about the group.
17. At the end of the term, help the new chairperson learn the requirements of the job.

Group Vice-Chairperson

1. Assist the chairperson to carry out responsibilities.
2. Assume responsibilities of chairperson in event of absence.
3. Take on overseeing role in areas assigned by the chairperson.
4. Accept duties as assigned by the chairperson and committee.
5. Actively participate in group activities.
6. Participate in regularly scheduled latihans with the committee and helpers.
7. At the end of the term, help the new vice-chairperson learn the requirements of the job.

Group Secretary

1. Distribute agendas to the general membership for group meetings and to the committee for committee meetings.
2. Take accurate minutes of committee meetings, general meetings, and any others meetings involving the committee that require recording of proceedings.
3. Provide the committee members or general membership with a copy of the minutes. The minutes should be easily read, neat and understandable.
4. Keep orderly files of all records and communications of the committee and the Group, including both incoming and outgoing correspondence.
5. Handle the incoming and outgoing correspondence addressed to the chairperson and the group.
6. Participate in regularly scheduled latihan with the committee and helpers.
7. Actively participate in committee and group activities.
8. Inform national committee of membership, committee and helper changes.
9. May be responsible, with help, for publication of the group's newsletter.
10. At the end of the term, help the new secretary learn the requirements of the job.

Group Treasurer

1. Learn the established bookkeeping system, or if required, set up a suitable bookkeeping system.
2. Work with the committee to establish clear procedures for collecting donations from members, Subud enterprises, etc.
3. Deposit income in a timely manner.
4. Establish a budget with input and approval from the committee and group members. Work to the budget and adjust if necessary throughout the year.
5. Pay bills on time.
6. Send regular contributions to the national (or regional) committee at a specific time each month. Examples of expenses are: rent or mortgage, pledge to national or regional committee, power, telephone, heating, helper and committee expenses, delegate travel to congresses, social and charitable activities, subscriptions to Subud publications, insurance, newsletters.
7. Use a voucher system for helper, committee or member reimbursement.
8. Reconcile bank statements each month and store them in a file.
9. File paid bills and receipts.
10. Arrange special accounts for funds as required, eg, house fund, almoner's fund.
11. Provide financial reports to the group and national (regional) committee as required.
12. Carry out year-end financial requirements.
13. Assist members to understand the financial needs of the group, regional, national and international organizations, and therefore the importance of donations.
14. At the end of the term, help the new treasurer learn the requirements of the job.