

# Application form for Trustee Board Member for BAY AREA PRABASI INC.

I wish to be nominated for a position in Bay Area Prabasi's Trustee Board Name of Candidate : \_\_\_\_\_ Signature: \_\_\_\_\_

Proposed by \_\_\_\_\_ (Name) Must be a voting number  
Signature \_\_\_\_\_

Seconded by \_\_\_\_\_ (Name) Must be a voting member  
Signature \_\_\_\_\_

The candidate must satisfy the following requirements. If the number of applicants are more than the number of positions, then there will be an election.

**Qualification/Terms:** 1. Must be a Life member of Bay Area Prabasi and associated with Prabasi for last 10 years 2. Should not be associated with any competitive organization in a leadership role. 3. Should attend all the quarterly Meetings of the Trustee Board and any emergency 5. List your contribution to Prabasi as a volunteer:

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**Skills:** 1. Experience in community work. 2. Dedicated & hard working. 3. Able to raise fund for Prabasi. Commitments: Attending the meetings are absolutely important to meet quorum requirement . Missing meetings can lead to termination of Trustee Board Position. If elected I will serve the Trustee Board for a period of 5 years.

I Agree \_\_\_\_\_ (Signature of the candidate/ Date)

Print this form, fill it out, scan (Phone camera picture will do, but keep the original) and email it to: elections@prabasi.org Or post it to: Bay Area Prabasi Inc., PO Box 3613, Fremont, CA 94539

Responsibilities: • Determine the organization's mission and purpose • Select the executive staff through an appropriate process • Provide ongoing support and guidance for the Executive Board; review his or her performance • Manage Trustee Fund • Ensure effective organizational planning • Determine and monitor the organization's programs and service • Enhance the organization's public image • Serve as a court of appeal • Assess its own performance • Manage Prabasi assets including donations from DP, KP, SP and other events. • Responsible for any special events outside the membership events – Durga Puja, Kali Puja, Saraswati Puja and Annual Day • Be part of the selection of the Executive President and Treasurer of the Executive Board . • Help annual membership drive along with the Executive Board • Raise fund for the Organization • In case of a dysfunctional Executive Board, Trustee Board can assume the responsibility of the Executive Board till its becomes functional • Trustee Board will also participate in Event budget approval process • Trustee Board will be responsible for all the Bylaws and to ensure the sanctity of the constitution • Trustee Board will be an advisory body to the Executive Board.

