

## SECTION 14: TERMS OF REFERENCE

### **Vision of the Sathya Sai Baba Central Council of Malaysia:**

***An interfaith non-profit NGO dedicated towards the promotion of Human Values and consciousness of selfless service to the poor, sick and needy for Nation Building.***

### **Mission of the Sathya Sai Baba Central Council of Malaysia:**

#### **1. Spiritual**

Every Religion must see SAI as a friend and an ally to feed the roots of Religions to foster peace and harmony in the Society.

#### **2. Educare (3HV)**

To go beyond the periphery of SAI Centres and reach out to youth and adults in the Society.

#### **3. Service**

Devotees / Volunteers must do service of need for Society. Wherever and whenever no other hand goes – the SAI hand shall be there to serve as the hand of God.

#### **4. Youth**

To offer the youth an alternative value based, dynamic and fun-filled lifestyle – fulfilling the needs of Society.

#### **5. Integration of World Community**

- Integrating SAI teachings into everyday lives.
- SAI Centres integrating and becoming a part of the National psyche – and not as an alien appendage.
- Helping in the interaction and unity of all races and religions for National Unity and Harmony.
- Reaching beyond the Nation to render SAI help where situations warrant and where Prashanti Council is involved.



## 1.0 PRINCIPAL OFFICE BEARERS

### FUNCTIONS AND RESPONSIBILITIES OF THE PRINCIPAL OFFICE-BEARERS AND NATIONAL COORDINATORS OF THE COUNCIL

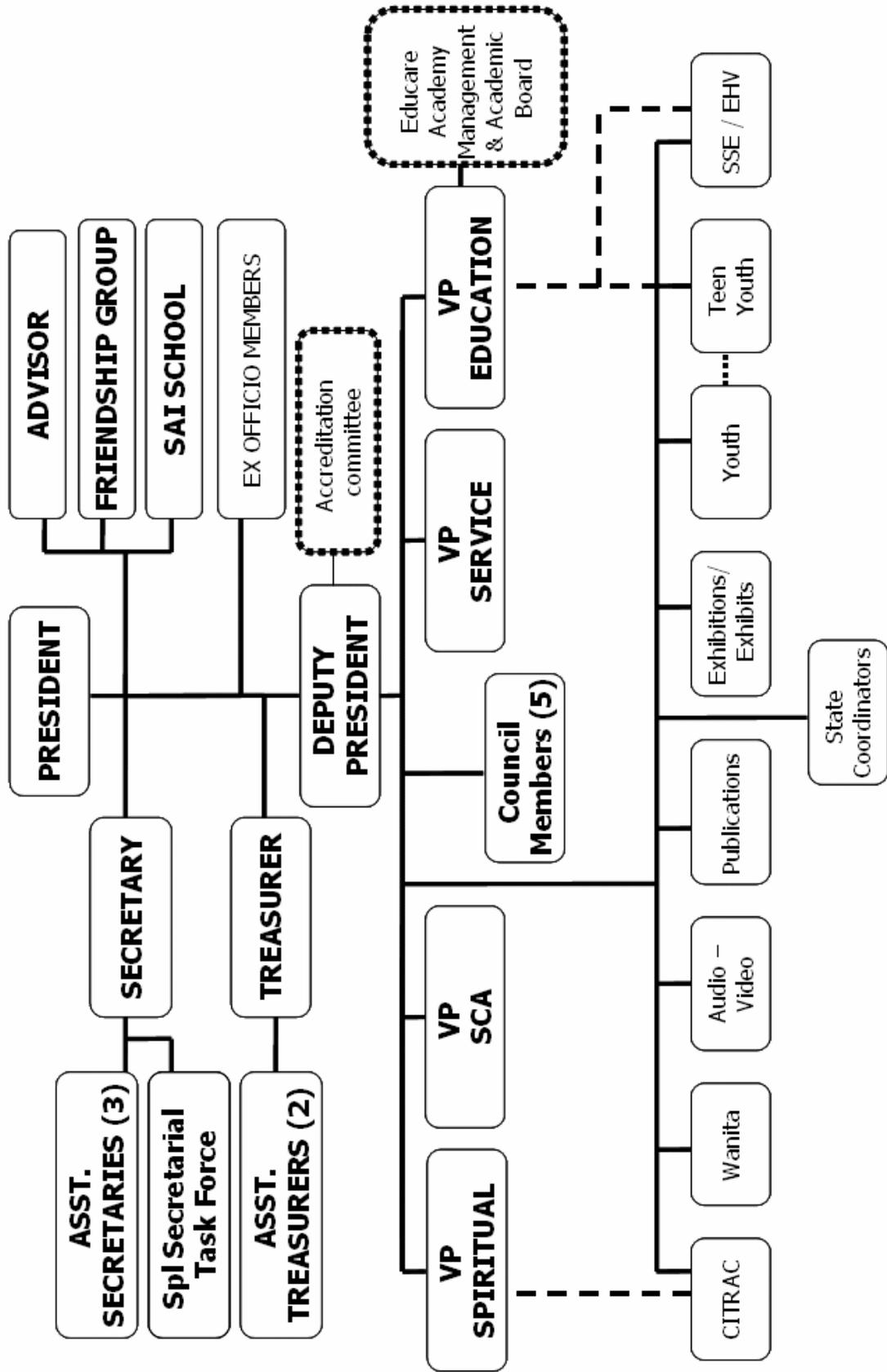
#### 1.1 General – Principal Office Bearers

- i. This manual of the Sathya Sai Baba Central Council of Malaysia (Council) contains detailed Terms of Reference for key functions of the office bearers of the Council, and is a practical guide to all Office Bearers at the National, State and at the Centre levels (which includes Bhajan Units).
- ii. It is important and prudent for all Office Bearers at all levels to have a good understanding of the Functions and Responsibilities of the Principal Office-bearers and National Coordinators of the Council. This will foster better understanding and establish effective communication links within the Sai Movement, resulting in an effective and efficient working system and machinery at all levels to power Sai initiatives, projects and programs in the country as per directions and expectations set by Bhagavan Baba Himself.
- iii. The Sathya Sai Baba Central Council of Malaysia is a very unique organisation in that it is structured with key members at the National Level, being assigned with responsibilities of formulating and implementing the National Action Plan and to implement policies of the Central Office, India where the Prashanti Council is based.
- iv. Important tasks and responsibilities are vested with the Vice Presidents, National Coordinators and other principal office bearers as shown in the organisational chart. The Centres (and Bhajan Units) are under the direct supervision of the various State Coordinators.
- v. All Vice Presidents and National Coordinators shall regularly visit various Centres to conduct motivational sessions on relevant aspects of their roles.



# SATHYA SAI BABA CENTRAL COUNCIL OF MALAYSIA

## ORGANISATION CHART



The President, elected at the AGM of the Council, shall be the unifying and dynamic leader for the development of the Sai Movement in Malaysia. His key duties and responsibilities are:

- i. He has the overall authority of the Council and shall preside at all General and Council meetings and meetings of activities, functions and programmes of the Council. In his absence, the Deputy President shall so preside.
- ii. He shall initiate, lead, guide and coordinate the workings and activities of the Centres through the Vice Presidents, National Coordinators and State Coordinators to maintain good liaison between the Council and the Centres.
- iii. He shall, through the Council, promote Spiritual, Moral, Cultural, Social, Educational and Service activities among devotees at all levels and spread the message and teachings of Bhagavan Baba.
- iv. He shall monitor and develop the growth of non-English speaking Chinese devotees through the Vice President - Chinese Affairs, as an integral part of the Sai Movement.
- v. He shall through the State Coordinators ensure the smooth operations and execution of activities of all Centres and Bhajan Units.
- vi. He shall foster, develop and improve spiritual education, education in human values among devotees and provide leadership for welfare service to the sick, the poor and the needy irrespective of race, religion or creed via the various office bearers.
- vii. He shall, through the Youth and Wanita National Coordinators promote, develop and guide Youth and Wanita activities.

### **1.3 Deputy President**

- i. The Deputy President is elected at the AGM of the Council. He shall assist the President in his duties and assume the duties of the President in his absence.
- ii. He shall coordinate all National level events of the Council.
- iii. He shall normally be the Chairman of the Accreditation Committee and shall be responsible for the evaluation and recognition, award and review of the status of Centres. He shall be responsible to receive and compile all quarterly and half-yearly reports and translate such reports for performance assessment of Centres.
- iv. He shall coordinate the organising of conferences and seminars for Interfaith Harmony under the Educare Academy.
- v. He shall coordinate all activities and Programmes pertaining to Sathya Sai Educare Academy.
- vi. He shall undertake to do any other duties as assigned by the President and the Council.



#### 1.4 National Secretary

1.4.1 The National Secretary is elected at the AGM of the Council. He shall be the Executive Officer of the Council and will be responsible for the general administration of the Council. His Duties and responsibilities are as follows:

- i. Maintain an indexed Register of Centres and their members, both active and associate.
- ii. Convene all General Meetings as well as meetings of the Council and EXCO and prepare the agenda for the same in consultation with the President or his Deputy.
- iii. Be responsible for the writing of Minutes of all meetings and maintain a record of the Minutes.
- iv. Conduct all correspondence and maintain all mandatory books as required, official documents, papers, annual reports of the Council except the books of accounts and financial records.
- v. Be responsible for all filing of required returns and applications to regulatory bodies and government agencies, including the Registrar of Societies (ROS).
- vi. Be responsible to monitor, record and submit all mandatory reports and submissions and other required correspondences to the Central Office, Prashanthi Nilayam.
- vii. Liaise closely on administration aspects with the Vice Presidents or designated Chairperson/Coordinator of committees on the planning and implementation of major initiatives or programmes such as Birthday celebrations of Bhagavan Baba, Medical camps, Community Adoption Programmes, Sadhana camps, Youth camps, SSE camps etc.
- viii. Maintain regular communication with the Centres of Region 41 and the Central Office in Prashanthi Nilayam, India to enhance working relationships towards promoting a higher level of interaction of Sai activities.
- ix. Monitor the Government's views and policies on religious and spiritual organisations and their activities. He shall also maintain a record of government agencies, press etc. with names of key personnel, their addresses, and telephone numbers. In this respect good communications should be maintained with the Registrar of Societies, the Inland Revenue Board and other governmental and non-governmental agencies.
- x. Maintain a record of all Sai publications, media recordings in Malaysia, the copyright regulations and updating the future publications.

1.4.2 The National Secretary shall be assisted by 3 assistant secretaries (who shall be elected at the AGM of the Council), in all aspects of his duties and responsibilities stipulated herein above.

1.4.3 One of the Assistant Secretaries, as decided by the National Secretary with the consent of the EXCO, shall assume the duties of the National Secretary in his absence. The day-to-day functions of the Council shall be executed by the Executive Secretary as per direction of the National Secretary.



## 1.5 National Treasurer

1.5.1 The National Treasurer is elected at the AGM of the Council. He shall be the Primary Officer of the Council responsible for accounting and financial functions of the Council. Duties and responsibilities are as follows:

- i. Be responsible for the full accounting functions including general ledger, cash books, receipts and the timely generation of financial statements and reports and liaison with external auditors, tax agents, company secretaries, bankers and related government agencies.
- ii. Establish and maintain accounting systems and ensure standardisation of accounting procedures within the Council.
- iii. Budgeting, budgetary control and cash flow management of Council's activities and fund accounts.
- iv. Maintain necessary accounting books of all funds and monies of the Council as required by law and to get the same audited in due time for presentation at the AGM.
- v. Manage and administer the Council funds effectively and advise the Council on proper placement of surplus funds, if any.
- vi. Issue receipts for all monies received by the Council and ensure that all payments are supported by vouchers and bills.
- vii. Manage all banking related matters, signatories, placement and administration of funds.
- viii. Ensure that except for holding petty cash not exceeding RM1000.00 to meet urgent petty expense, all cash and cheques shall be banked.
- ix. Monitor the functioning and transactions of the tax exempt Education and Welfare Fund and all other funds within the ambit of the Council.
- x. Maintain close liaison with the Head of Inland Revenue Board in respect of the Income Tax Relief.
- xi. Brief the President and the Council from time to time with regard to the state of funds of the Council and present a full Statement of Accounts for the previous period at every Council meeting or as and when required.

1.5.2 The Treasurer shall be assisted by two Assistant Treasurers, who shall be elected at the AGM of the Council. One of the Assistant Treasurers, as decided by the National Treasurer with the consent of EXCO, shall assume the duties of the Treasurer in his absence.



**2.0 Vice President - Service**

The VP - Service shall be elected at the AGM of the Council, and shall be responsible for the overall expansion and development of Service activities in accordance with the teachings of Bhagavan Baba and the Mission of the Council via educating and creating an awareness of service benefits, and initiating service programmes and modules for implementation at Centre, State and National levels. His duties and responsibilities are as follows:

- i. To be responsible for the planning, implementation and evaluation of all service programmes carried out by the Council.
- ii. To represent the Council at all National level service-oriented programmes organised by other voluntary organisations, Government bodies etc.
- iii. To chair all National level service activities/programmes.
- iv. To establish liaison and have a master list of all Sai Centres and State Service Coordinators.
- v. Monitor and review performance, benefits and quality of service activities in line with the expectations of Bhagavan Baba.
- vi. To regularly visit various Centres to conduct motivational sessions on Sai Seva (Centre and State level), the inner significance of service and 'How to do' and 'What type of service to do' aspects.
- vii. To coordinate the implementation of the Community Adoption Programme (CAP) at all Centres and to ensure that CAP is carried out with all the sections working together in unison in the Centres.
- viii. To prepare a 'How to Multiply Force for Service' manual so that Centres can adopt an attitude of multiplying the seva force to serve a larger section of the community.
- ix. To plan and implement sufficient service activities that all Sai Centres must undertake.
- x. To plan and implement useful State or National Seva activities that will fulfil the needs of the community.
- xi. To examine the various 'UN' programmes e.g. "International Day for Disabled Persons" etc. and see if Sai Centres, State or National levels can launch activities to commemorate those events. Also to organise a National Blood Donation at Centre level in the month of Ramadan.
- xii. To create awareness constantly on the books 'Sai Service and You', 'A Caring Society and You' that must be made available for all in Sai Centres and among Government and other Social Service organisations. The UN Office too should be persuaded to participate and support the Sai Service activities.
- xiii. To examine the need for and to implement training programmes for Sai Volunteers at Centre/State levels.



- xiv. To coordinate with VP Spiritual for organising symposia on Service and Spirituality in the country with the intention to motivate public response for service activities organised by the Council, including activities initiated by the Friendship Group.
- xv. To carry out any other activities as assigned by the President and the Council.

### **3.0 Vice President - Spiritual**

The VP - Spiritual shall be elected at the AGM of the Council, and shall be responsible for the overall expansion and development of spirituality in accordance to the teachings of Bhagavan Baba and the Mission of the Council via educating and creating an awareness of its benefits and initiating spiritual programmes and activities for implementation at Centre, State and National levels. His duties and responsibilities are as follows:

- i. To draw up guidelines for all spiritual activities undertaken by SAI Centres in Malaysia.
- ii. To work closely with State Co-ordinators to implement programmes in the Centres for spiritual growth of every individual.
- iii. To provide and suggest materials for Study Circles to develop a uniform 'knowledge base' for all devotees.
- iv. To work closely with 'Centre Leadership/Management Trainers' appointed by the Council, to develop fully equipped leaders capable of conducting Study Circles.
- v. To monitor Spiritual progress of each Centre based on quarterly reports and advice or act whenever necessary, through State Coordinators.
- vi. To ensure that Spiritual activities at Centre/State level include development of youths and SSE / SSEHV children on regular basis.
- vii. To motivate Centre leaders and members to project the Glory of Bhagavan Baba, His Divinity and Teachings to be reflected through their lives at all times.
- viii. To promote inter-faith activities by inviting various religious leaders to talk at Sai Centres and also on Teachings and Philosophies of some great Masters like Swami Vivekananda, Ramana Maharishi, Confucius, Lao Tze, Muslim and Christian Saints and others.
- ix. To promote members' religious knowledge through the National CITRAC and other TRAC Coordinators by organising talks, observing festivals and rituals as well as through cultural programmes.
- x. To encourage Sai Centres to organise symposium on 'Unity of Faiths', 'Human Values in a Caring Society', and 'Life and Teachings of Bhagavan Baba'.
- xi. To encourage Centres to appoint SCAC (Sai Chinese Affairs Coordinator) and SIAC (Sai Indian Affairs Coordinator) to spread the teachings and message of SAI, where there is a need, in



Chinese or Tamil. To visit Centres in order to motivate and coordinate spiritual activities for devotees.

- xii. To carry out any other activities as assigned by the President and the Council.

#### **4.0 Vice President - Education**

The VP - Education shall be elected at the AGM of the Council, and shall be responsible for the overall growth and development of education in accordance to the teachings of Bhagavan Baba and the Mission of the Council through value-based educational programmes, and by creating an awareness of its benefits, initiating educational programmes and activities for implementation at Centre, State and National levels through the National Education Coordinator. His duties and responsibilities are as follows:

- i. To coordinate all activities and programmes pertaining to Sathya Sai Educare Academy.
- ii. To oversee and assist the SSE / EHV / Teen Youth Coordinators whenever required.
- iii. To coordinate all human value pervasive programs and work with other VPs, State Coordinators and other Coordinators to implement Educare based initiatives in the society.
- iv. To coordinate the implementation of conferences, seminars, talks etc pertaining to value education.
- v. To coordinate and implement training manuals for teen youth development, youth development and enhancing parenting skills for both Sai devotees and members of the community.
- vi. To monitor implementation of the ideals of Educare at State and National levels.
- vii. To carry out any other activities as assigned by the President and the Council.

#### **5.0 Vice President - Chinese Affairs**

The VP Chinese Affairs shall be elected at the AGM of the Council, and shall be responsible for the overall expansion and development of non-English speaking Chinese devotees and work closely with State Chinese Affairs Coordinators to plan and implement activities for implementation at Centre, State and National levels for the spreading of the teachings and messages of Bhagavan Baba. His duties and responsibilities are as follows:

- i. Develop and propose to the Council the annual National Chinese Affairs Action Plan for implementation.
- ii. Work closely with State Chinese Affairs Coordinators to implement directives from Council. Shall coordinate reports from the State Chinese Affairs Coordinators in the country and provide a national report to the Council.



- iii. Acquire Sai reading materials in Chinese from local and overseas sources and make them available to the Chinese speaking devotees. To translate key messages from Bhagavan Baba and the Council into Chinese and make them available promptly to the Chinese speaking devotees.
- iv. Lead a committee for writing, translating and compiling Bhagavan Baba's teachings and messages in Chinese language for distribution to all Chinese speaking devotees in appropriate categories suitable separately for adults, youths and SSE students.
- v. Ensure Chinese bhajan tapes and song sheets are readily available throughout all Centres in the country.
- vi. Ensure EHV and Bal Vikas (SSE) classes are conducted in areas where there are Chinese speaking devotees.
- vii. Ensure that Centres that have significant Chinese devotees or Centres situated in Chinese areas are so decorated as to reflect the Chinese culture and customs especially during major Chinese festivals and celebrations at Centres.
- viii. Ensure understanding and practice of Chinese tradition, religion and culture (TRAC) among all Chinese devotees and to help non-Chinese devotee understand and appreciate the Chinese TRAC.
- ix. To work with the State Coordinators for common service activities of Centres in the States.
- x. To carry out any other activities as assigned by the President and the Council.

#### **6.0 National Coordinator - SSE/EHV**

The National Coordinator for SSE/EHV shall be appointed by the President in consultation with the VP Education, and shall be responsible for the overall growth and development of SSE / EHV in accordance with the teachings of Bhagavan Baba and the Mission of the Council and creating an awareness of its benefits, initiating relevant initiatives, and activities for implementation at Centre, State and National levels. His duties and responsibilities are as follows:

- i. To sustain the SSE / EHV programme, with the support of the SSE / EHV teachers, the Centre Education Coordinators, the State Education Coordinators, Centre and the parents.
- ii. To attend all Council Meetings as Ex-Officio member to keep the Council informed about the SSE / EHV Programmes.
- iii. Cooperate with the Council in all related areas of concern at the National level.
- iv. Disseminate all national news regarding the SSE and EHV Programme, such as teacher training workshops, new materials, etc., to the State Coordinators and the President.



- v. Keep in touch with the State Education Coordinators on a regular basis and help provide spiritual solutions to problems that might arise in the region.
- vi. Support the Teacher Training programmes in the region with new materials, problem solving, etc., as the needs arise.
- vii. Collect and compile materials for the SSE and EHV curriculum based on Educare.
- viii. Ensure that all Gurus are fully aware of their role and have all the necessary information to enable them to be effective teachers. In this context to organise as and when necessary, internal Training Sessions for all Gurus.
- ix. To plan and prepare a viable syllabus/curriculum suitable to local needs, traditions, religions and cultures.
- x. To seek expertise / persons from other organisations/NGOs/Governmental agencies in areas where expertise is lacking within the Sai Movement without SAI ideals being compromised either by actions or words.
- xi. To foster as many EHV Programmes as possible outside the Centre and to ensure that sufficient Gurus and Trainee Gurus are available to cope with the expansion.
- xii. To grant an Award of Excellence annually for the SSE Programme and EHV Programme.
- xiii. To ensure proper records of Gurus and Students profiles are kept.
- xiv. To organise annual spiritual trips to Prashanti Nilayam for SSE children.
- xv. To carry out any other activities as assigned by the President and the VP (Education).

## **7.0 National Coordinator - Ladies Wing (Wanita)**

The National Coordinator for Wanita shall be appointed by the President, and shall be responsible for the overall expansion and development of the Wanita wing in accordance to the teachings of Bhagavan Baba and the Mission of the Council. Her duties and responsibilities are as follows:

- i. To ensure that all SAI Centres have Wanita Coordinators who are fully aware of SAI teachings and have leadership potential to carry out dynamic activities.
- ii. To motivate ladies in SAI Centres to go beyond their normal functions of seva such as cooking and cleaning in Sai centres, although this is also an invaluable task.
- iii. To ensure that the 'Wife Memorandum' - Baba's Stridharma - becomes a basic document and a source of motivation and inspiration for all SAI sisters. In this context to have Centre and Regional Sadhana Camps to discuss Stridharma (based on the discourses by Bhagavan Baba) on their roles and expectations of women and how this can be a guide for modern day life.
- iv. To conduct special sessions for both young and old to understand health issues such as high blood pressure, diabetes, menopause, osteoporosis, cancer detection (example: breast



- cancer) etc. This may be done for SAI members as well as others, especially the underprivileged who may not have such opportunities.
- v. To motivate SAI sisters to go into low cost and high tenement areas (flats/apartments) sub-urban areas, estates, rural and squatter areas, to provide advice to women in these areas on health matters and acquisition of skills etc which add value and enrich their lives.
  - vi. To mobilise within various ethnic communities, grandmothers and other elder ladies to conduct traditional hymns, songs and other classes for young children before they join Bal Vikas (SSE) or EHV. This should not be limited to poor and middle class children but should also be extended to children from affluent families. In this respect, to work closely with the National SSE/EHV Coordinator for successful implementation.
  - vii. To work towards spreading knowledge of Tradition, Religion and Culture (TRAC) at home, for ladies in SAI Centre, housing estates, urban, sub-urban and rural areas.
  - viii. To look into the possibility of having special 'after lunch' study circles for housewives (SAI and non-SAI) who are unable to attend such activities in the evenings because of family responsibilities. The focus of these study circles could be TRAC, Health and spiritual subjects on life and living.
  - ix. To initiate a special marriage counselling unit for young couples who are about to get married and advise them on the following areas:
    - Inner significance of religious ceremonies and vows
    - Demarcation of duties and responsibilities
    - Starting a home
  - x. To look into the possibility of setting up a Sai outreach unit to help married couples to handle problems they are facing during the course of their married lives. This service can initially be for Sai families but later extended to others when more trained devotees become available. (This unit may later be handled by experienced senior couples).
  - xi. To conduct regular workshops for husbands and wives. If possible to set up a help line to assist couples who may be facing marital problems and need a 'sympathetic ear' which later could be extended to non-Sai couples.
  - xii. To encourage middle-aged and elder ladies at Sai Centres to read Baba's message and speak about and share their own experiences in life which will be invaluable to younger generations.
  - xiii. To actively publish periodical newsletters on important issues pertaining to women and how to further enhance the development of their spirituality and publish books or booklets on relevant topics on spirituality and contribute articles for Council newsletter for the general information of ladies and others.



- xiv. To organise at National and State level Wanita fellowship meetings/workshops/sadhana camps.
- xv. To carry out any other activities as assigned by the President and the Council.

### **8.0 National Coordinator - Publications**

The National Coordinator - Publications shall be appointed by the President, and shall be responsible for all publication, printing and distribution of the Council's SAI materials. Duties and responsibilities are as follows:

- i. To oversee all publishing and distribution of Council Publications.
- ii. To oversee the distribution of Sai Publications to all Sai Centres in Malaysia.
- iii. To form a Publication Vetting Committee to vet through all publications and translations by individuals for printing. The committee shall consist of the following:-
  - The President of the Council or the Deputy;
  - One of the Vice Presidents nominated by the Council; and
  - The National Coordinator - Publications
- iv. To formulate guidelines for individuals to Publish and translate books on Swami.
- v. Setting up and maintenance of Sai Web-sites and to formulate guidelines for other Centres in Malaysia on the setting up and linking their Web-sites with the Council Web-site. The official Malaysian Sai Web-site shall be linked with the Sai International Web-site.
- vi. To set up a National Sai Archive, in order to digitalise all Sai Material e.g. Photographs, newspaper articles, messages etc of all National Level activities or events.
- vii. To create a database of all Sai Devotees in Malaysia. Devotees can either give information through Sai Council Websites or through the centres. This is to facilitate easy dissemination of information to devotees.
- viii. To monitor and recommend such action as necessary against those who infringe the rules of SAI Publication without the Council's consent.
- ix. To carry out any other activities as assigned by the President and the Council.



### 9.0 National Coordinator - Youth

The National Coordinator - Youth (NYC) shall be appointed by the President of the Sathya Sai Baba Central Council of Malaysia. Three deputies representing the male, female and Chinese speaking youth and a Secretary (all of whom shall collectively be known as the National Youth Coordinating Committee – NYCC) are to be appointed by the NYC in consultation with the President. Duties and responsibilities of the National Youth Coordinator (NYC) and his deputies are as follows:

- i. Responsible to mobilise and encourage youth to become active in the affairs and activities of the Council at the Centre, State and National levels, and be integral part of SAI Centres and be responsible for the formulation of activities and action plans for the blossoming of talents and innate skills of an individual in the age group of 20 –35 years old.
- ii. The Youth Wing is to participate actively in pervasive human value programs and other outreach programs of the Centre with society. Based on the adage by Bhagavan that 'Youth can transform youth' the role and objectives of the Youth Wing has become very relevant in recent times.
- iii. The Youth Wing is responsible for all Teen Youth activities (other than the Teen Youth Programme, which is under the purview of VP Education) organised for youth aged 16–19 years old. (I.e. camps, external programs, sports etc).
- iv. The NYC shall be responsible to organise a bi-annual National Youth Conference / National Youth Leadership and Service Sadhana camp in consultation with the Council.
- v. The NYCC to draw up the yearly calendar of events and yearly directions to Centres and State by the end of November of a preceding year.
- vi. Age group for all youth is 20 – 35 years old, with the exception of State and National youth leadership (up to 40 years or at the discretion of the President). All other Centre based youth leaders above the age limit are encouraged to step down.
- vii. The NYC shall report regularly to the President of the Council, Regional 41 Youth Coordinator and World Youth Coordinator.
- viii. The NYC and the NYCC is responsible for motivating youth at National, Regional and Centre levels, which would be mutually beneficial to the youth and society at large.

### 10.0 National Coordinator - Teen Youth

The National Coordinator - Teen Youth shall be appointed by the President of the Sathya Sai Baba Central Council of Malaysia in consultation with the VP Education. He shall coordinate



Teen Youth developmental programs around the country and report to the VP Education on any programs or activities planned at State level and Nationally. The National Teen Youth Coordinator may appoint a deputy in consultation with the VP Education, to assist him in his duties. Duties and responsibilities of the National Teen Youth Coordinator and his deputy are as follows:

- i. Responsible to mobilise and encourage teen youth to participate in activities of the Council at the Centre, State and National levels, and be responsible for the formulation of activities and action plans for the blossoming of talents and innate skills of youngsters in the age group of 16 –19 years old.
- ii. The Teen Youths should participate actively in pervasive human value programs and other outreach programs of the Centre with society.
- iii. Be responsible for all Teen Youth activities organised for youths aged 16–19 years old. (I.e. camps, external programs, sports etc).

#### **11.0 National Coordinator - CITRAC**

The National Coordinator for CITRAC shall be appointed by the President, and shall be responsible for the development of Tradition, Religion and Culture (TRAC) for Hindu SAI devotees. Responsibilities include the following:-

- i. He shall be responsible to deepen understanding and practice of Hindu tradition, religion and culture (CITRAC) among all Hindu devotees and to help non-Hindu devotees understand and appreciate the CITRAC.
- ii. Develop and propose to the Council the annual National CITRAC Action Plan for implementation.
- iii. To motivate and educate devotees on relevant practices to be performed at homes during major cultural and religious festivals.
- iv. To develop and distribute 'How to do' materials including meanings and 'inner-significance' for TRAC programs. To include materials for the following :-
  - Setting up of altars
  - House purification ceremony
  - Celebration of major Hindu festivals (Deepavali, Hindu new year, Navarathri, Shivaratri etc)
  - Designs of Kolam for the home
  - Ceremonies performed for new-borns



- v. Shall focus initially on English language publications (later Tamil and other languages as demand warrants) where each item selected (e.g. Navarathri or Hindu New Year at home) will be in two parts:-
- A simple way with basic requirements and
  - More detailed complex procedures for those who wish to do elaborate ceremonies/rituals.
- The publication to be printed and distributed in several volumes and shall include appropriate drawings and pictures and shall be suitable for SAI and Non SAI devotees. Shall explore the possibility of developing a video on the same materials.
- vi. Shall examine ways and means to develop a cadre of SAI speakers on Hinduism all over Malaysia to assist in the above.
- vii. To organise Sadhana camps in English or Tamil on a State or National level for Hindus (SAI and Non-SAI) on TRAC.
- viii. Shall work with the National SSE/EHV Coordinator to train 'non mother tongue' speaking children and youths (Tamil, Hindi etc) to produce plays/dramas/concerts using their mother tongue especially during major festivals.
- ix. To organise a 'para-akanda bhajan' of all temple bhajan groups (fostered by Sai Centres and independent groups) at a convenient and central location during major Hindu festivals or on auspicious Hindu occasions at State and National levels.
- x. Ensure that Centres are decorated to reflect the Hindu culture and customs especially during major Hindu festivals and celebrations at Centres.
- xi. Shall coordinate and initiate counselling teams at Centre and Bhajan Unit levels to provide 'pre-marriage counselling' sessions for Sai and Non-Sai devotees. Topics to include inner significance of marriage ceremonies, 'husband/wife memorandum', setting up of new home etc.
- xii. To carry out any other activities as assigned by the President and the Council.

## 12.0 National Coordinator - Audio / Video

The National Coordinator for Audio / Video shall be appointed by the President, and shall be responsible for the recording, compilation and distribution of audio/video materials on significant events and activities of the Sai movement. He shall be responsible to form a team in consultation with EXCO to undertake the following:-

- i. He shall be responsible to record all significant spiritual talks given by Malaysian Sai Leaders and Sai guests who may visit Malaysia, in audio as well as video format.
- ii. To edit these video recordings and distribute to all Sai Centres as well as sale to overseas. The items for distribution shall be cleared with EXCO.



- iii. In consultation with EXCO, to come up with a VCD on each of the following topics for distribution to all Sai Centres:
  - (a) The teachings of Bhagavan Baba and its relevance to Nation-building
  - (b) The Miracles of SAI devotion i.e. significant service projects of the Sai Movement in Malaysia, that will be an inspiration to others, in Malaysia and around the world e.g. FGIS, ABC, Water Projects, Parentcare, Parents Appreciation Day, ROSE etc
  - (c) The Miracles of Bhagavan Baba in Malaysia and around the world
- iv. To set up an archive of all Sai audios and videos.

### **13.0 National Coordinator - Exhibits & Exhibitions**

The National Coordinator for Exhibits and Exhibitions shall be appointed by the President, and shall be responsible for the compilation of materials on Swami's teachings and Sai Activities. He shall be responsible to form a team in consultation with EXCO to undertake the following:-

- i. To produce quality exhibits on the salient teachings of Bhagavan Baba
- ii. To produce quality exhibits on SAI activities - FGIS, Service, Education, Spiritual, Sai Schools etc, that would touch the hearts of those who see it.
- iii. To come up with a set of exhibits to be set up on the walls of each Sai Centre so that any newcomer who walks in would in a short time know what the Sai Movement is all about.
- iv. To assist an Editorial Task Force that Council may set up to come up with a pictorial booklet on what the Sai Movement is all about for newcomers and others that we come into contact with.
- v. To set up an archive of all photos taken at all our Sai events as well as newspaper clippings and softcopies of all exhibits.
- vi. To be responsible for all Exhibitions undertaken by Council at National Level and to plan for Sai Council's future 'Symposium and Exhibition on the Teachings of Bhagavan Baba' which as a mobile Exhibition could be taken to the various states in Malaysia.



**14.0 Internal Auditors (Central Council)**

The Internal Auditors of the Council shall be elected at the AGM of the Council, and their duties and responsibilities are as follows:-

- i. Shall have access to all books, statements, minutes and reports of the Council.
- ii. To verify all the accounting statements produced for the Society.
- iii. To examine the accounting methods and principles adopted to prepare them.
- iv. To investigate the administrative systems upon which they are based.
- v. To review and provide audit comments to the President on the annual statutory financial statements.
- vi. To ensure all accounting functions and procedures of the Council meet generally accepted accounting standards.
- vii. As and when required by the President, to review and comment on other financial aspects of the society.
- viii. To ensure statutory filings are made in compliance with the Articles of Association, Constitution and other relevant legal or regulatory requirements are fulfilled and adhered to.

**15.0 Council Executive Secretary**

The Executive Secretary shall be appointed by the President in consultation with the EXCO. The Executive Secretary shall report to the National Secretary, and his duties are as follows:

- i. To manage and execute the general administrative aspects of the Council office and shall be directly responsible to National Secretary.
- ii. To maintain all general correspondence, legal and other documents.
- iii. To maintain, update and keep all Council's records and documents as required by law.
- iv. To assist on administrative matters as and when required.

**16.0 Accreditation Committee**

The Chairman of the Accreditation Committee shall be appointed by the President in consultation with the EXCO. The members of the Committee shall be appointed by the Chairman, in consultation with the EXCO. Among the tasks of this Committee are:

- i. To monitor the formation of Bhajan Units and offer guidance for their development so as to eventually upgrade them to be full fledged Centres.
- ii. To review and approve all applications for upgrading of Sathya Sai Baba Bhajan Units to full fledged Centres.
- iii. To assist and advice Centres facing problems.

The Terms of Reference of the Accreditation Committee is attached in Appendix 14A.



## 17.0 State Level Coordinators

### 17.1 State Coordinator

The State Coordinator shall be appointed by the President, and shall be responsible for the development of all activities organised at the State level and providing leadership for the supervision of all Centres and Bhajan Units within the State for effective functioning as per direction and requirement set by the Council. The State Coordinator shall be assisted by a Deputy who shall also be appointed by the President of the Council. His duties and responsibilities include the following:

- i. To maintain constant contact with Centres and Bhajan Units within the State by visiting them regularly.
- ii. To receive quarterly, annual and any ad-hoc reports from all Centres and Bhajan Units and monitor their activities and forward appropriate reports and observations to the Council as and when required. To submit quarterly reports to the Council as per the Circular Ref: SC(CC/07/04) No. 2 Rev: 0 YR 2005 and related formats in Volume 2.
- iii. To organise State level meetings with full participation of all Centres & Bhajan Units Coordinators on a quarterly basis. To encourage new initiatives, discuss any issues or concerns and to receive from Centre Chairmen progress reports on activities.
- iv. Shall be responsible to explain Council directives and information to all Centres and Bhajan Units and be responsible to update the Council promptly on any follow-up actions or on outstanding matters as directed.
- v. Shall be responsible to prepare a State Report on the general progress and development of Council's initiatives at all Centres and Bhajan Units within the State to the Council on a quarterly basis.
- vi. To recommend applications for upgrading of Bhajan Units to Centres to the Council through the Accreditation Committee.
- vii. To constantly address policies and directives of the Council and ensure prompt and effective compliance by all Centres and Bhajan Units.
- viii. To coordinate all State events as directed or endorsed by the Council and to ensure all Centres and Bhajan Units fully participate in such events.
- ix. To attend Council meetings as directed.
- x. The State Coordinator may appoint specific coordinators to assist him, some of which are listed below.



### 17.2 State Education Coordinator

The State Education Coordinator shall be appointed by the respective State Coordinator. He shall be responsible:

- i. To ensure the State or Region has sufficient SSE / EHV teachers and Teen Youth coordinators, and to organise training courses as and when needed.
- ii. To organise enrichment workshops for SSE / EHV teachers on quarterly basis within the State.
- iii. Disseminate national information / syllabus on SSE / EHV to Centre Education Coordinators, Centre Chairmen and State Coordinator.
- iv. To submit quarterly reports to the State Coordinator and the National SSE/EHV Coordinator
- v. Be responsible for problem solving as per these guidelines for matters relating to SSE/EHV and Educare.
- vi. To work in unison with the SSE / EHV Coordinators in all Centres within the Region/State.
- vii. To organise workshops and Sadhana Camps for SSE and EHV Gurus. To encourage via the Centre Coordinators presentations/sketches/cultural performances made by students at the Sai Centre especially on festive and special occasions e.g. Mothers' Day, Teachers' Day etc.
- viii. To organise Study Circle for Gurus as and when required.
- ix. In case of a breach in discipline and where a Guru's behaviour violates SAI teachings, or where the Guru may bring about disharmony then this must be brought to attention of the Centre Chairman for a fair hearing.
- x. To monitor the implementation of the 10 components of the Educare Academy and to ensure that sufficient Gurus/Youths are available to handle the programmes in schools and at CAP areas.

### 17.3 State Service Coordinator

The State Service Coordinator shall be appointed by the respective State Coordinator. He shall be responsible:

- i. To ensure the State or Region organises sufficient Service Activities as needed and also to provide service opportunities for all devotees.
- ii. To organise Service workshops for Centres within the State.
- iii. Disseminate information on National Service programs to Service Coordinators at Centre levels.
- iv. To submit quarterly reports relating to Service Activities.
- v. Be responsible for problem solving as per these guidelines for matters relating to Service activities.
- vi. To work in unison with the Service Coordinators in all Centres within the Region/State.



- vii. To organise workshops and Sadhana Camps on Service.
- viii. To monitor the implementation of CAP Programmes by Centres.

#### **17.4 State Spiritual Coordinator**

The State Spiritual Coordinator shall be appointed by the respective State Coordinator. He shall be responsible:

- i. To ensure that Spiritual activities of all Centres are carried out in accordance with the Central Council directives.
- ii. To form sub-committees as appropriate, to draw up action plans for spiritual activities including monitoring of spiritual activities carried out by the Centres.
- iii. To ensure all Centres have knowledgeable Study Circle Coordinators and to ensure that Study Circles are carried out as per guidelines. To organise study circle workshops as necessary.
- iv. To monitor whether Bhajans at Centres and other venues are conducted in accordance with Central Council Guidelines and whether bhajan practice sessions and necessary training is provided for lead singers. To also ensure that Bhajan Workshops are held to educate lead singers on the expectations of lead singers and aspiring lead singers on all aspects including discipline, playing of instruments etc.
- v. To organise State Sadhana Camps to cater to the needs of both English Speaking and non-English Speaking devotees and also ensure Centres conduct similar camps at their levels.
- vi. To ensure all important festivals of the various communities are celebrated by Sai Centres.
- vii. Work with other coordinators at Centre, State and National levels; develop a cadre of speakers on various religious and spiritual topics.
- viii. To work with and urge Centres to invite religious leaders to talk about their own religions at Sai Centres.
- ix. To work with Centres and State and National Coordinators to organise public symposiums on suitable topics including those relating to "Unity of Faiths".
- x. To visit Centres to motivate and coordinate spiritual activities including Study Circles; to develop devotee participation and knowledge of spiritual / religious aspects of Baba's teachings.
- xi. To include TRAC programmes so that devotees can understand and follow their roots in respect of Tradition, Religion and Culture.
- xii. Compile and submit quarterly reports relating to Spiritual activities.



**17.5 State Wanita Coordinator**

The State Wanita Coordinator shall be appointed by the respective State Coordinator. She shall be responsible:

- i. To ensure that all SAI Centres have Wanita Coordinators who are fully aware of SAI teachings and have leadership potential to carry out dynamic activities.
- ii. To motivate ladies in SAI Centres to go beyond their normal functions of seva such as cooking and cleaning at Sai Centres, although this is also an invaluable task.
- iii. To ensure that Centre and State/Regional level Sadhana Camps are held to discuss roles and expectations of women and how this can be a guide for modern day life.
- iv. To work towards spreading knowledge of Tradition, Religion and Culture (TRAC) at home, for ladies in SAI Centres, housing estates, urban, sub-urban and rural areas.
- v. The Wanita Wing of all Centres within the State shall give full support to ensure the success of all SAI activities organised at the Centre, State and National levels.

**17.6 State Youth Coordinator**

The State Youth Coordinator and deputy shall be appointed by the respective State Coordinator.

- i. In towns and cities where there are more than one SAI Centre, the youths are to form a State Coordinating Team under the respective State Coordinator, to bring about greater cooperation and understanding amongst the youths.
- ii. In consultation with the NYCC and the State Coordinators, he shall be responsible for coordinating all programs and activities amongst all Centres within the State.
- iii. Where State activities are concerned, the youth shall seek approval from the State Coordinator and Centre Chairman at the quarterly or monthly State meetings.
- iv. The Youth Wing of all Centres within the State shall give full support to ensure the success of all SAI activities organised at the Centre, State and National levels.



## **ACCREDITATION COMMITTEE**

### **Terms of Reference**

#### Introduction:

1. The Accreditation Committee is appointed by the Sathya Sai Baba Central Council of Malaysia. The Accreditation Committee shall be headed by the Deputy President of the Council or by any other senior Council Member appointed by the Council and he shall be designated as the Chairman of the Accreditation Committee.
2. The Chairman shall appoint four other members to the Committee and one amongst them as Secretary and these appointments shall be approved by the EXCO/Council.
3. The tenure of the Committee shall coincide with the elected tenure of the Council.
4. Any vacancy on the Committee shall be filled by other Council Members as decided by the EXCO/Council.
5. The quorum for the Committee meetings or hearings shall be 4 members including the Chairman.

#### Main Tasks:

- To review and approve all applications for upgrading of Sathya Sai Baba Service Units to full fledged Service Centres.
- To coordinate the functions of the State Panel of Elders on disputes etc.
- To assist and advice Centres facing problems.
- To review the status of non-performing Units and Centres and recommend proper course of action.
- To receive and consolidate quarterly reports from Centres and appraise Centres as to their performance.
- To investigate or hold enquiries into disputes at Units or Centres or at State level where necessary after the State Panel of Elders have exhausted their efforts.
- To carry out other related duties that may be required by the President of the Council.



For resolving disputes, appointment of State Panel of Elders is recommended

1. Objective of State Panel of Elders: To resolve local disputes/issues locally by the Elders.
2. Definition of a Dispute: A dispute is an issue that touches the administration and/or the image of a Sathya Sai Baba Centre, a Unit or the Central Council.
3. Appointment and Role of State Panel of Elders are as follows:
  - Each Centre shall submit to the Council at least 2 names of senior devotees (over 50 years of age) who are respected by all in the Centre and consequently there will be a register of a pool of elders in each state.
  - These elders will function to resolve disputes/issues between devotees, and between devotees and leaders of the Centres upon specific appointment by the Accreditation Committee of the Central Council. Where in a state there is only one Centre, the Accreditation Committee will appoint a panel from the nearest state for this purpose.
  - In the event of any disputes or issues arising, the Accreditation Committee will select any two names from within the state pool with the State Coordinator as Chairman to form the Panel to resolve the dispute. No member shall sit in the Panel to hear any dispute involving himself/herself or involving his/her own Centre.
  - The respective State Coordinator will chair the State Panel of Elders. However the State Coordinator shall not sit in a dispute involving him/her or involving his/her own Centre. In such an event the Accreditation Committee will appoint a chairman from among the members of the panel.
  - The State Panel of Elders will meet to discuss the issues. They will be required to visit the Centre to mediate and resolve the issue by giving a fair hearing to all parties concerned. The Panel shall notify all concerned with a minimum of 14 days notice prior to the hearing.
  - The panel will deliver its decision either orally or in writing within 14 days after the conclusion of the hearing or enquiry. A full report of the findings will then be submitted to the Accreditation Committee. Any aggrieved party may appeal to the Accreditation Committee within 14 days from the date of decision. The Accreditation Committee may hold a re-hearing or decide on the issue based on the findings of the Panel as it deems fit and its decision shall be final and conclusive.

