

## SECTION 4: FUNCTIONS OF ACTIVITY COORDINATORS

### 1.0 GENERAL

- 1.1 All Activity Coordinators shall :
- a. carry the responsibility of motivating and leading the Members and devotees to higher ideals in life.
  - b. bear in mind that their work should be motivated by Love and Understanding.
  - c. behave at all times in such a way as to set the highest example, and they should not permit or participate in factions or cliques and should practise a policy of love and fairness with all devotees.
  - d. consciously encourage Racial/Religious integration among devotees in the Centre and between Centres.
  - e. try not to find faults, apportion blame or speak ill of anyone, and should, through their example, discourage all other devotees from doing the same.
- 1.2 The Chairman shall appoint Active Members of the Centre as specific activity Coordinators and also deputies and assistants. With the importance placed on the activity Coordinators and with their potential as future leaders of the Centre, it is imperative that their functions are also understood by all.

### 2.0 SERVICE COORDINATOR

- 2.1 In consultation with the Chairman, the Service Coordinator with the other activity Coordinators shall:
- a. arrange for forthcoming events
  - b. ensure that programmes are coordinated with State and Central Council activities. No Centre activity shall clash with the State or Central Council programmes
  - c. be overall in charge of all Service activities undertaken by the Centre
  - d. educate and inform devotees of the benefits and nature of service activities offered by the Centre
- 2.2 The Service Coordinator will ensure that all activities at the Centre premises, either during the weekly bhajans or otherwise, are well managed e.g.
- a. proper parking of cars
  - b. cleanliness of Centre, inside and outside
  - c. proper arrangements and seating of devotees
  - d. arrangement of sound system
  - e. assisting in the Sales of Sai literature
  - f. upkeep of the Notice Board
  - g. assisting at the New Comer's Section
- 2.3 The Service Coordinator together with The New Comer's Coordinator should be on the constant lookout for new devotees and potential activity leaders, to encourage them and bring them to the attention of the Chairman.



- 2.4 To assist other Activity Coordinators when called upon, by providing additional manpower and other resources.
- 2.5 Service activities can be varied and challenging and in this respect, the Service Coordinator shall draw up 'Sai Service Training' programmes to upgrade the skills of Members such as:
  - a. counselling skills
  - b. cardiac pulmonary resuscitation (CPR)
  - c. first aid etc
- 2.6 To coordinate with the Youth Coordinator and to organise special programmes for the YOUTH, so as to motivate them to become Active workers in the future.
- 2.7 During weekly bhajans, the Chairman/Service Coordinator will be responsible for making announcements of all past and future service activities.
- 2.8 In the case of Centres that have their own building, the Service Coordinator will be responsible:
  - a. for the upkeep and maintenance of the building and
  - b. to draw up House-keeping Roster in order to ensure that the building is properly maintained.
  - c. for maintaining a record of all Centre assets/property and ensure that it is in a serviceable condition at all times.
- 2.9 The Chairman in consultation with the Service Coordinator may, if necessary, appoint, Deputy Service Coordinators to assist in the execution of these responsibilities.

### **3.0 SPIRITUAL COORDINATOR**

- 3.1 The following are some of the responsibilities of the Spiritual Coordinator:
  - i. To ensure that Spiritual activities of the Centres are carried out in accordance with the Central Council directives
  - ii. To draw up action plans for spiritual activities including monitoring of spiritual activities carried out by the Centre
  - iii. Ensure that Study Circles are carried out as per guidelines. A Study Circle Coordinator shall be appointed by the Chairman to assist in this regard
  - iv. Ensure that bhajans are conducted in accordance with Central Council Guidelines. A Bhajan Coordinator shall be appointed by the Chairman to assist in this regard
  - v. To ensure all important festivals of the various communities are celebrated by the Sai Centre
  - vi. Identify and organise talks by speakers on various religious and spiritual topics
  - vii. To organise programmes so that devotees can understand and follow their roots in respect of Tradition, Religion and Culture



- 3.2 The Spiritual Coordinator in consultation with the Chairman, may, if necessary, appoint a Deputy and a Secretary to assist in his duties. Specific coordinators for other activities may also be appointed.

#### 4.0 EDUCATION COORDINATOR

- 4.1 The Education Coordinator is responsible for all activities relating to the spiritual and educational development of children within and outside the Sai Centre, including the Teen Youth Program.

- 4.2 The functions are as follows:-

- a. To organise the SSE / EHV / Teen Youth Programme for the Centre in line with the syllabus/Instructions issued by the Central Council.
- b. To ensure that all parents in the Sai Centre are contacted and briefed on the benefits of the Programme.
- c. To motivate Devotees to volunteer to become Trainee Gurus and subsequently accomplished Gurus.
- d. To ensure that all Gurus are fully aware of their roles and have all the necessary information to enable them to be effective Teachers. In this context to organise if necessary, internal enrichment sessions for all Gurus.
- e. To seek outside help (other Centre Gurus and even non-devotees) in areas where expertise is lacking within the Centre, and in this context ensure that in such instances, SAI ideals are fully understood, and that these ideals are not compromised through any actions or words.
- f. To organise 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.
- g. To organise the Annual Awards of Excellence (where possible) for the SSE/EHV students.
- h. To ensure that total HARMONY and LOVE prevails always among all Gurus and that Gurus become models of SAI behaviour for children as well as for Sai devotees.



- i. In case where there is a breach of discipline and where the 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, and a decision shall be made by the committee together with the SSE / EHV Coordinator.
- j. To periodically monitor and assess the performance of Gurus with a view to continually enhance their effectiveness.

## 5.0 WANITA (LADIES) COORDINATOR

5.1 The following are some of the responsibilities of the Wanita Coordinator:

- a. to foster the spiritual and cultural development of ladies in the Centre so as to enable them to become an effective force for all activities (at home or otherwise).
- b. to ensure general cleanliness of the Centre.
- c. to liaise with the Service Coordinator in the event of any shortcomings on the upkeep and maintenance of the Centre, and be responsible for altar decorations.
- d. to coordinate food and refreshments required for Centre programmes either within the Centre or outside.
- e. through love and understanding, ensure good discipline among all Sai Sisters attending bhajans and other activities. In this respect gently enforce dress code, proper way of sitting, caring of children, noise control etc. during Centre activities.
- f. to organise spiritual and cultural activities for ladies in order to make them aware of their spiritual and cultural heritage.

5.2 The following are some of the activities:-

- a. Classes to enlighten spiritual and cultural aspects and the inner significance of various festivals and rituals: e.g.
  - making of garlands, kolam drawing, preparation and installation of 'kumbams'
  - setting up and maintenance of altars in homes.
  - encouraging other ethnic groups especially the Chinese to practise their culture and tradition.
- b. The role of wife and mother in the context of these events etc.

Note: Special care should be taken to ensure that the needs of Indian, Chinese and other ethnic devotees are catered for in the context of their spiritual/cultural aspirations.



- c. Vegetarian cooking classes to enable Devotees to be familiar with traditional vegetarian food so that such food cooked at home can be interesting and palatable to the members of their family. Instructions on cooking/preparation of particular foodstuff/prasadam for specific Religious Festivals and classes in mass cooking of various types of food for service activities to feed the poor and the needy should be encouraged.
  - d. Classes in handicraft, sewing etc. so that these skills could be used to teach children in orphanages and other welfare homes as well as single mothers.
  - e. To organise special activities/programmes relating specifically to women in squatter and rural areas e.g. family welfare.
  - f. To assist the Centre Chairman and Service Coordinator in special activities/functions where ladies' assistance is required.
- 5.3 The Wanita Coordinator in consultation with the Chairman, may, if necessary, appoint a Deputy and a Secretary to assist in her duties.

## 6.0 YOUTH COORDINATOR

- 6.1 Every Centre shall form a Youth Wing. The Chairman will appoint the Youth Coordinator.
- 6.2 The Youth Coordinator and his immediate two deputies (a male and a female) can be selected from amongst the Members of the Centre but must be below the age of 35. The Deputy may be nominated by the Youth Coordinator after consultation with the Chairman of the Centre. A Secretary may be appointed if necessary (depending upon the extent of the activities).
- 6.3 Both Sai brothers and sisters can be Members of the Youth Wing. The Youth Wing will not collect or hold cash.
- 6.4 The Youth Coordinator is responsible for mobilising the Youths and to motivate them to become an active, spiritually motivated and self inspired youth force.
- 6.5 The Youth Coordinator may organise special programmes e.g. debates, oratorical contests, dramas, singing, youth bands etc to cater for the Youths with a view to bring out their innate talents.
- 6.6 The Youth should take part in all the Service, Educational and Spiritual activities of the Centre and the Youth Coordinator should always place special emphasis and priority on these activities.
- 6.7 The Youth Coordinator shall organise spiritual camps/talks for enlightenment of youth.



- 6.8 The Youth Coordinator should ensure that on no account should any activity organised by the Youth, by accident or design, compete or clash with the Centre activities, and no Centre activities should be adversely affected due to lack of support from youths.
- 6.9 The Youth Coordinator must strictly follow the Guidelines on the Male/Female Interaction in Programmes organised for the Youth/Teen Youth in accordance to the Circular (CC/07/04) No. 4 dated 20<sup>th</sup> August 2005 attached in Volume 2.

## 7.0 SPECIFIC ACTIVITY COORDINATORS

The Chairman of the Centre may appoint either Sai Brothers or Sisters who are Active Members of the Centre as Activity Coordinators with specific functions. These specific Activity Coordinators will be responsible for the specific Spiritual, Educational or Service activities of the Centre.

- 7.1 Specific Activity Coordinators so appointed e.g. Bhajan Coordinator, Old Folks Home Coordinator, Prison Visit Coordinator, Sales Coordinator etc. may in consultation with the Chairman/Service Coordinator, appoint Deputies and Assistants to help them in their activities.
- 7.2 They will on their own initiative, love and enthusiasm, motivate existing Devotees, new Devotees and Non-devotees to join in the activities. They should not merely rely upon the general announcements made at the Centre to ensure Devotees'/Members' participation in their Programmes. In other words, the Coordinators are responsible to ensure that a core group of Devotees are always available for every programme undertaken over and above those who may participate as a result of general announcements.
- 7.3 All Activity Coordinators once appointed should be encouraged to carry out their activities within the Central Council guidelines. No Activity Coordinator should undertake any collection of funds for any activity.

## 8.0 HANDOVER / TAKEOVER NOTES

- 8.1 Handover/takeover Notes are necessary and are to be prepared by the outgoing coordinators in respect of the following positions:-
- a. Service Coordinator
  - b. Spiritual Coordinator
  - c. Education Coordinator
  - d. Ladies Wing Coordinator
  - e. Youth Coordinator
  - f. Any others as directed by the Chairman



- 8.2 The need for such handover / takeover notes has been explained in Section 3. It is however pointed out that explanatory notes must also be provided. The handover / takeover notes shall be prepared in four (4) Copies and distributed as follows:-
- a. Chairman - 1 copy
  - b. Secretary - 1 copy
  - c. Incoming Coordinator - 1 copy
  - d. Out-going Coordinator - 1 copy
- 8.3 The specimen of a hand/take over document is shown in Appendix 3B of Section 3.

