



বাংলাদেশ এসোসিয়েশন, হিউস্টন

Bangladesh Association, Houston

A Nonprofit Organization, Established in 1978, Charter #3-00084-4754-9
13415 Renn Road, Houston, TX 77083

<http://www.bangladesh-association.com>

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(2011-2012)**

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Director of
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Roles and Responsibilities of the Dir. of Cultural Affairs

The role of this position will by far be the most visible and popular among the members. In the past this position was solely responsible for most of the activities since the association was primarily geared towards cultural activities only. Following are some of the suggested responsibilities for the Director of Cultural Affairs:

- □□□□□□□□ Prepare the calendar of event for both years
- □□□□□□□□ Announce the events on the web and in magazines
- □□□□□□□□ Plan, coordinate and execute all events that relates to cultural activities
- □□□□□□□□ In case of absence, arrange prior to the event and re-assign responsibility to other board members
- □□□□□□□□ Develop innovative plans for each program
- □□□□□□□□ Work on bringing out of state renowned artists
- □□□□□□□□ Identify and promote local talents
- □□□□□□□□ Arrange rehearsal for each events
- □□□□□□□□ Design and develop Certificate of Appreciation for volunteers
- □□□□□□□□ Prepare and maintain a proper volunteer list related to all events
- □□□□□□□□ Present or distribute Certificate of Appreciation to all volunteers
- □□□□□□□□ Allow infusion of local culture in our culture. For instance, bring in a local dance team or a drama team to take part in our programs.
- □□□□□□□□ Bring in new and innovative ideas in the programs, such as magic shows, mimes, street drama, solo drama etc.
- □□□□□□□□ Make decision to attend or not in Fobana. If decide to go, then announce the program now and start rehearsing
- □□□□□□□□ Plan now to attend in the outside events such as South Asian Festival, Bongo Sammelon, Nazrul Sommelson etc.

Syeda Kusumkali