

Functioning of KOA secretariat and duties & responsibilities of its officials .

Functioning of KOA Secretariat

The secretariat will function under the president of KOA with the following duties of its office bearers. Any major decisions have to be approved by EC and then ratified in the following AGM

The joint secretary and treasurer will be nominated by president and EC members for one year and may be continued for further 2 year.

Duties of Secretary General

1. Update K.O.A. members list
 - a. New members
 - b. Change of address of old members

2. Registration of K.O.A & renewal of it.
3. Collect FD (Contribution of KOACON to KOA)
4. Collect DD/cheques (Contribution of KOACON to KOA secretariat @ Rs. 100/= per delegate)
5. To be sent to IOA
 - i. Names & address of New President
New President elect
Secretary

6. To be sent to OASIS & IOA.
 - a. New President
 - b. New President elect
 - c. Secretary
 - d. E.C. Members from KOA to OASIS (President, Past-President, President elect, Secretary, Organizing secretary of KOACON)
 - e. Names & address of new KOA life members with DD @ Rs. 100/= per member

7. Publish Newsletters
8. Conduct election : Notice in a news letter
 - Every Year : President elect
E.C. Members
 - Once in 3 years : Secretary General
 - Once in 4 years : Vice-President of OASIS from KOA

9. Conduct AGM during KOACON
 1. Notice sent via newsletters
 2. Minutes printed in next news letter

3. Minutes read in next AGM & ratified

10. Secretary's report

1. at inauguration of KOACON (Short report)
2. at AGM (detailed report + printout)

11. Maintain website & update

12. Conduct EC meetings : At least 3/year

13. Attend OASIS EC meetings:

Publish important points in newsletter

14. New life members of KOA

1. Collect fees & Form
2. Deposit fees in FD (Rs. 1900/= per member)
3. Send new list to OASIS with fees Rs. 100/= per member
4. Read list & get ratified at AGM
5. Publish list in news letters with LM No.
6. Give new member a LM No

15. Travelling fellowship

1. Internal : President of KOA & Secretary KOA (Sponsor KOA president)
2. Foreign : president of KOA, & Chairman & members of the committee.(sponsor- Santhosha trust)

16. Letters to

President: Congrats on his assuming office & to conduct next KOACON

President-elect: Congrats on his being elected.

17. File IT returns along with the help of treasurer

Duties of joint secretary

Joint secretary will assist secretary general in all the above duties, secretary general may give some of the duties to joint secretary as per Presidents suggestion . In the absence of secretary general joint secretary will perform the duties of secretary general.

Duties of Treasurer

1. The treasurer will maintain the account of KOA.
2. He will be one of the signing authorities of cheques and will be involved in all the transactions.
3. All the FDs to be kept with him or at the bank locker.
4. EC approval has to be taken for all expenditures & any major expenditure AGM approval will have to be taken.
5. He will liaise with the auditor in maintaining the KOA accounts and also filing returns to income tax departments with the help of secretary.
6. He will read the audited reports of KOA in the AGM.

