

Responsibilities of Center Officers

Specific responsibilities of Center officers are outlined below:

A. President

The Center President is the administrative authority within the Center and has overall responsibility for all aspects of the Center. It is the President's responsibility to provide leadership by personal example, including participating actively in the Center's programs and coordinating Center meetings and activities. Additional responsibilities include:

1. Ensuring that the Center conducts itself in accordance with established Center Guidelines and additional guidance that may come from the USA Central Council from time to time. This can be facilitated by regularly communicating with Center members, other Center officers, and the President of the Region. 'Center Guidelines' document can be downloaded from Regional website.
www.sathyasaiscenters.org
2. Supporting the USA Central Council's efforts to improve communications with Sai Centers,
 - by promptly sharing the Council's (including Regional President's) communications with Center members,
 - by acknowledging to the Regional President via email that the communications have been received, distributed and read to Center members.
3. Permitting only official communications from the Sai Organization to be circulated in Centers.
4. Ensuring that the Center program includes regular devotional meetings, service activities, and Sai spiritual education classes for devotees' children of Grades 1 – 12.
5. Making sure that international speakers have the prior approvals of the USA Central Coordinator and the Central Coordinator of their own country, prior to speaking at Center meetings, retreats, and regional conferences.
6. Ensuring that a Center in one region, wishing to invite a speaker from another region, first consults with both regional presidents.
7. Striving to create and maintain a disciplined, reverent, and quiet atmosphere at Center meetings, conducive to the deepening of one's Sadhana.

8. Ensuring that men and women are seated separately in Center meetings.
9. Being aware of membership issues and concerns by maintaining a constant presence in the Center and being available to the membership as much as possible.
10. Fostering good communications with other Center Officers and members regarding Center programs and activities.
11. Conducting Officers' meetings and general membership meetings periodically and as the need arises.
12. Ensuring that the Center has as little as possible to do with money, and that money is never solicited for any purpose.
13. Establishing and maintaining a meaningful program of newcomer orientation that welcomes newcomers and begins to familiarize them with Baba and the programs and activities of the Center. Newcomer's Guide can be downloaded from www.sathyasaicenters.org
14. Remaining in compliance with the terms of Center rental agreements, if any.
15. Promoting unity and harmony in all activities and Center programs as a whole.
16. Ensuring that existing and new Center web sites are in compliance with Guidelines established by the USA Central Council for such sites; Website Guidelines can be downloaded from www.sathyasaicenters.org
17. Encouraging members to participate in every aspect of the Center program.
18. Addressing issues raised by Center members, as necessary.
19. Providing support to regional officers regarding conferences, retreats, projects and reports, and other matters as requested, as well as actively participating in regional conferences, retreats, etc.

B. Vice President

The Center Vice President supports the President in his or her responsibilities and serves as the President in the absence of the President.

The President may delegate primary responsibility to the Vice President for specific Center initiatives or specific Center programs.

C. Devotion Coordinator

The Devotion Coordinator has responsibility for the various elements of the Center's devotional program. Responsibilities include:

1. Being well versed in Swami's teachings regarding devotion and the devotional components of the Center program, including bhajans (devotional singing) and study circle.
2. Striving to create and maintain a disciplined, reverent and quiet atmosphere at Center devotional meetings.
3. Creating an Altar for the devotional program, including its setup and removal in cases where the Altar must be set up and taken down after each Center meeting.
4. Ensuring that any photos used in the devotional program are of Sathya Sai Baba (and possibly Shirdi Sai Baba) only. The sarva dharma symbols may also be displayed.
5. Establishing and maintaining a regular program of bhajan practice, led by devotees who are musically competent (instrumentally and vocally), to foster a high quality of devotional singing in the Center devotional meeting itself.
6. Coordinating musicians, bhajan singers and bhajans, including English devotional songs, to create a more uplifting devotional program.
7. Making efforts to "universalize" the devotional program such that it is welcoming to people of all religious backgrounds and languages.
8. Maintaining a regular Study Circle that is conducted in accordance with the *Guidelines for Sathya Sai Study Circles in America*, published by the Sathya Sai Baba Central Council of the USA and available from the Sathya Sai Book Center of America in Tustin, CA, and ensuring that the Coordinator for Study Circle should be prepared in advance for conducting the Study Circle; This guide can be downloaded from our website www.sathyasaicenters.org
 - In small centers the Devotion Coordinator may play the role of Study Circle Coordinator also.
 - In large centers where **Study Circle Coordinator** is selected as an extended Officer, he / she will take the full responsibility to coordinate Study Circle in the Center complying with the National Guidelines (as listed above).
 - As Study Circle comes under Devotion wing, Study Circle Coordinator should work closely with the Devotion Coordinator in planning and conducting the Study Circles.

9. Creating and maintaining an updated book of devotional songs, for the devotional program.
10. Overseeing the sale or loan of books, videos, DVDs and photos that are purchased from the Sathya Sai Book Center of America (Tustin). Items purchased elsewhere are not approved for sale or loan in Sai Centers.
 - In small Centers, Devotion Coordinator may be directly involved in lending or sale of books and other related material.
 - In large Centers, where a **Library Coordinator** is selected as an Extended Officer, he /she will take the full responsibility for sale and lending of books and other related material complying with the guidelines listed above.
11. Establishing and maintaining a program of newcomer orientation whose focus is to welcome newcomers to the Center, provide them with pertinent information regarding Sathya Sai Baba and the Center's programs, and invite them to meet further with the Devotion Coordinator or his/her designee for more discussion if needed.
12. Being available to provide support to regional officers regarding conferences, retreats, projects and reports, and other matters as requested, as well as actively participating in regional conferences, retreats, etc.

D. Education Coordinator

The Education Coordinator has responsibility for the Center's Sai Spiritual Education program for children of Grades 1 – 12. Responsibilities include:

1. Coordinating the SSE program in the Sai Center.
2. Arranging for training and certification of new teachers by the Regional SSE Coordinator or the National SSE Coordinator.
3. Working to ensure that teachers have appropriate resources needed to assist them in developing lesson plans.
4. Ensuring that major religions emphasizing the Brotherhood of Man and the Fatherhood of God are a part of the course curriculum, and that songs are taught in a variety of languages so that the SSE Class is universal in nature.
5. Being available as a resource for the SSE teachers when SSE-related issues arise.
6. Being in frequent communication with teachers and parents regarding the SSE program and progress of the students.
7. Conducting periodic parent/teacher/student meetings.
8. Working with the Center President and other Officers to ensure that SSE activities fit in appropriately with the Center's other activities.
9. Preparing the SSE children for any SSE presentations that may be given during special Center programs celebrating Easwaramma Day, Birthday, etc.
10. Working with the SSE teachers to develop age-appropriate service projects for the students.
11. Developing workshops for parents of SSE students occasionally to involve the parents more fully in the program.
12. Being available to provide support to regional officers regarding conferences, retreats, projects and reports, and other matters as requested, as well as actively participating in regional conferences, retreats, etc.

E. Service Coordinator

The Service Coordinator has responsibility for the various service activities undertaken by the Center. Responsibilities include:

1. Being well versed in Swami's teachings regarding service.
2. Actively participating in Center service projects.
3. Determining the continuing need for existing Center service projects and working with only those for which there is a need and sufficient interest and resources.
4. Evaluating new and varied service opportunities that might appeal to the Center membership, committing only to those for which there is a genuine need, sufficient Center commitment and resources, and keeping in mind that money is never solicited for any purpose in the Sai Organization.
5. Not involving the Center in service projects with other organizations.
6. Conducting service workshops within the Center at least once a year.
7. Making the effort to include service projects that would be appropriate for the inclusion of Sai Spiritual Education children along with their parents, teachers and other Center members.
8. Presenting a different service project to the Center membership periodically, with visual material if possible, as a means of educating, informing, inspiring and encouraging others to participate in ongoing service activities.
9. Complying with additional Guidance that is available in the USA Central Council's Guide to Service in American Sathya Sai Baba Centers, online at www.sathyasaicenters.org.
10. Being available to provide support to regional officers regarding conferences, retreats, projects and reports, and other matters as requested, as well as actively participating in regional conferences, retreats, etc.

Region 5 website: www.sathyasaicenters.org

Questions / Comments? Please contact us at admin@sathyasaicenters.org