

Kundalini Yoga Teachers Association Australia and New Zealand



KYTANZ COMMITTEE ROLE DESCRIPTIONS

As Seva roles, these descriptions are subject to change depending on the needs of the Committee and it's members.

PRESIDENT:

- Overview role, check in and be there for encouragement.
- Centre for communication for all within the committee and delegating tasks.
- Holding communication with other associations and bodies globally with VP
- Coordinate member benefits: Insurance, IKYTA with VP
- Oversees Marketing and PR
- Newsletter and Facebook Strategy and guidelines with Online Media
- Coordinates National Training Teams – Calendar, Planning and
- Communication with VP

VICE-PRESIDENT:

- Support and assisting the President.
- Step up into the role if the President is unavailable.
- Active communication with the President and giving feedback from Interstate Committee.
- In charge of Communication with Interstate Rep – every 3 months skype or email as needed
- Ensure Interstate Rep receive up to date KYTANZ information and tools
- Oversees and Supports all States activities, teacher retreats and Festivals
- Oversee Major National Events Key Communication: White Tantra, Kundalini Festival and Women's Camp

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SECRETARY:

- Oversees Membership (Applications, Payments and Reports)
- Committee meeting communications: Agenda, Minutes
- Managing the email account info@kundaliniyoga.com.au
- Newsletter production (Mailchimp)
- Communications and Enquiries

TREASURER:

- Collect and receive all funds due to the Association and make all payments authorised by the Association
- Keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- Creating yearly budget with President
- Communication with Accountant - Ensuring financial dates are met
- Coordination and access to the KYTANZ bank account.

INTERSTATE STATE REPRESENTATIVES:

- Communication to members and community in general.
- Organization and overview of State Festivals (coordinate Subcommittees: ie: Program, logistics, PR and local Advertising).