

Committee Structure

How We Work - Plan

Mar 2024

SKLPC WA



Shree Kutchi Leva Patel
Community WA

2024: New Committee

President: Anil Harji Bhudia
Vice President: Rakesh Gorasia
Treasurer: Vishal Varsani
Secretary: Nimisha Kerai
Asst. Treasurer: Heena Vekeria
Asst. Secretary: Dina Raghwani

Committee Members:

Naresh Bhudia	Dinesh Mepani
Bharat Gondaria	Sandip Patel
Bharti Hirani	Nitesh Varsani

Co-Opt Members:

Vasanti Bechar	Manisha Patel
Kreena Hirani	Vinod Vaghjiani
Ashok Ladhani	Mukta Varsani
	Meena Varsani

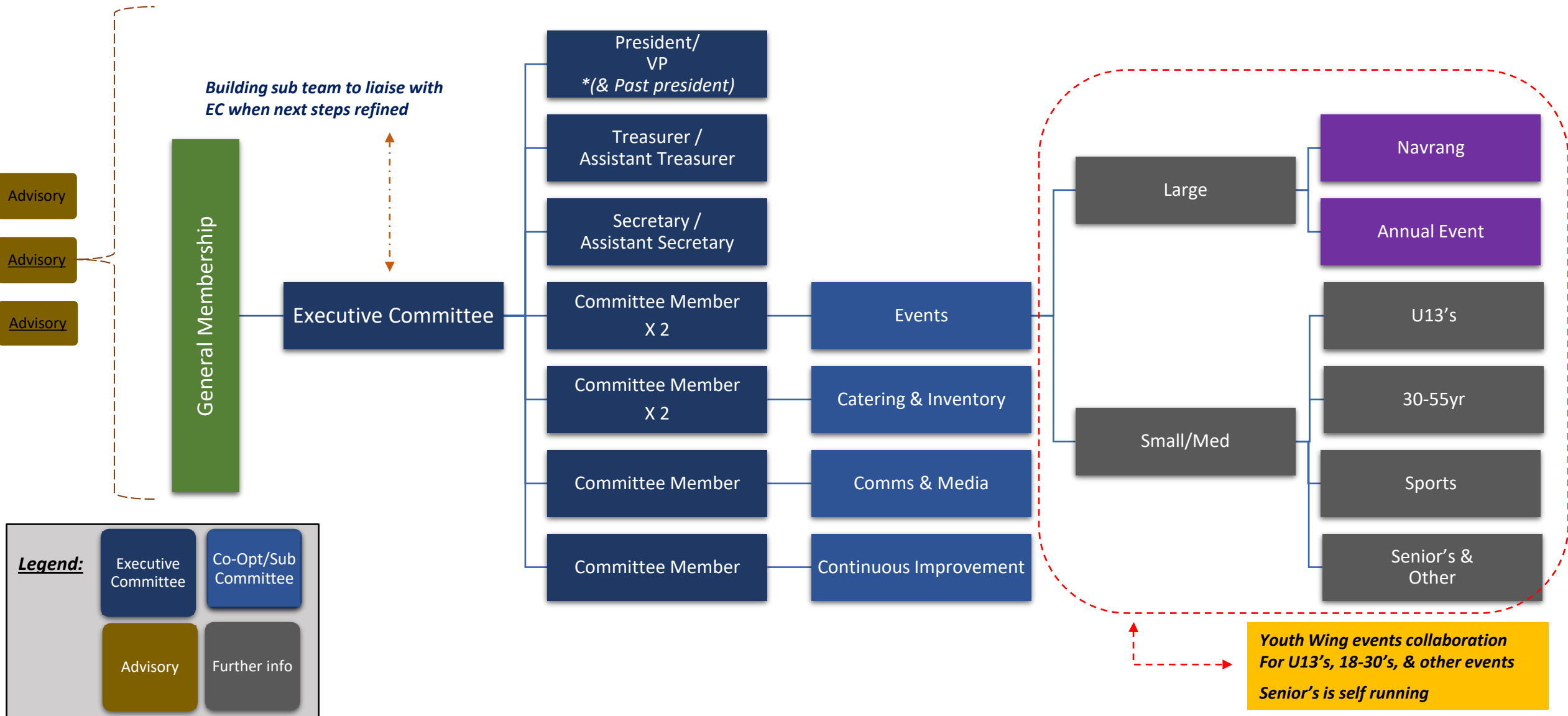
Advisory Board:

Yogita Patel
Kamal Vagjiani
Dipak Vekaria



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STRUCTURE: Managing Committee



STRUCTURE: Office Bearers

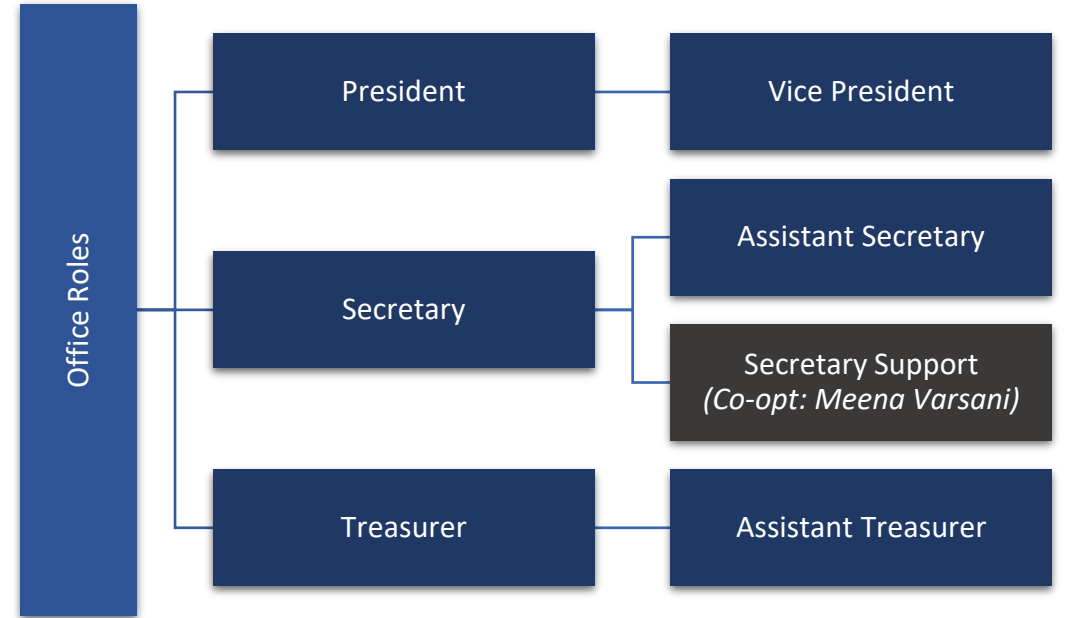


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Community WA

Accountable: Committee Members
Responsible: All
Kept Informed: EC

Reference Doc:
Position Description: Co Opt Member

Team	EC Role
Anil Harji Bhudia	President
Rakesh Gorasia	Vice President
Vishal Varsani	Treasurer
Heena Vekeria	Asst. Treasurer
Nimisha Kerai	Secretary
Dina Raghvani	Asst. Secretary



General accountabilities jointly:

- Work with all teams as required to complete aims & objectives
- External facing duties to support building a solid foundation of principles, to gain momentum

Work With...

All Teams	Advisory	External Partners/ venues	Affiliates Domestic/Int ernational
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STRUCTURE: Events

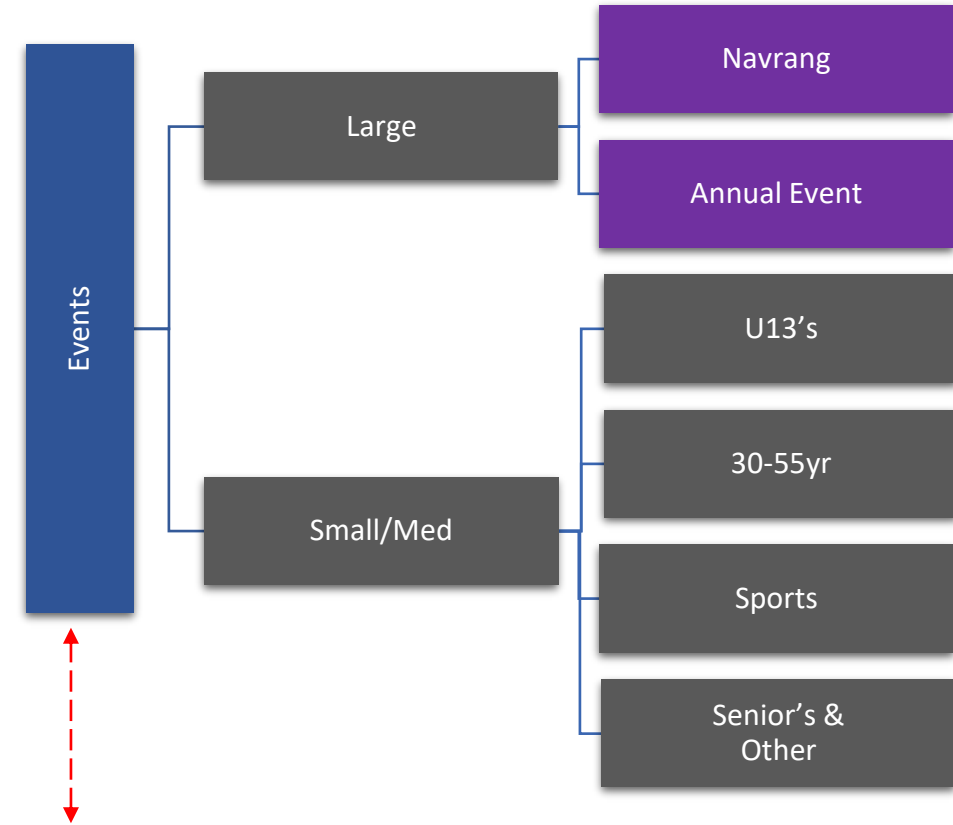


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Community WA

Accountable: Committee Members
Responsible: All
Kept Informed: EC

Reference Doc:
Position Description: Co Opt Member

Team	EC Role
Bharti Hirani	Committee Member
Dinesh Mepani	Committee Member
Manisha Patel	Co-Opt
Mukta Varsani	Co-Opt
Tiya Varsani	New Member



- Key accountabilities jointly:**
- **Own tasks end to end:**
 - Idea generation through to proposal submission, approvals, coordinating volunteers,
 - Assigning of tasks across EC, Sub committees, Volunteers
 - Form additional sub group(s) with volunteers as needed
 - **Work with partner teams as required to complete objectives**
 - **Reviewing current state process, providing feedback with solutions to EC/Continuous Improvement**

Work With...

Comms & Media	Catering & Inventory	Youth Wing
Secretary	Treasury	

STRUCTURE: Comms & Media



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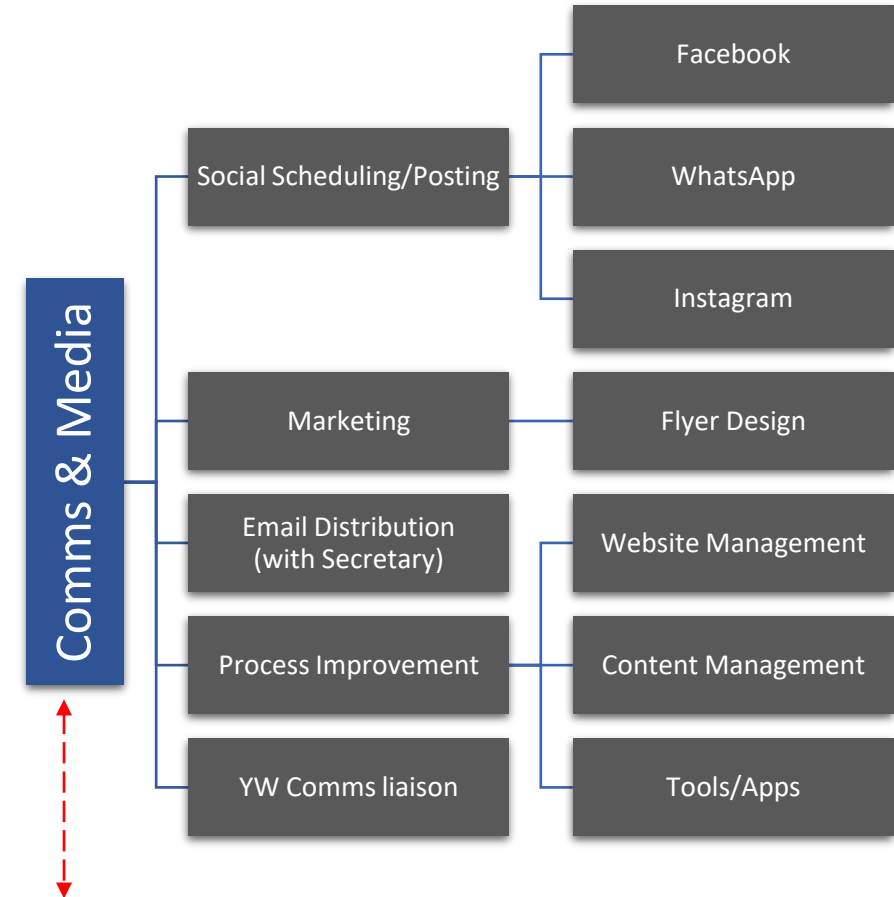
Accountable: Committee Members
Responsible: All
Kept Informed: EC

Reference Doc:
Position Description: Co Opt Member

Team	EC Role
Sandip Patel	Committee Member
Kreena Hirani	Co-Opt
Vas Bechar	Co-Opt
	New Vacant role (Transition plan)
	New Vacant role (Transition plan)

Overall Aim of Sub Committee:

- **Continue developing a standard approach to communication to our members**
- **Continue to support efforts for a single, consistent messaging across media channels**
 - Align Email, Facebook, WhatsApp messaging.
 - Future channels to use.
 - Define agreements for other sub teams to help support better planning
- **Continue to explore tools to use to support Media/Comms framework**
 - Explore tools, applications, assess and provide proposals to EC



Work With...

Events
Teams

Youth
Wing

Continuous
Improvement

EC

Secretary

Treasury

STRUCTURE: Continuous Improvement



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Community WA

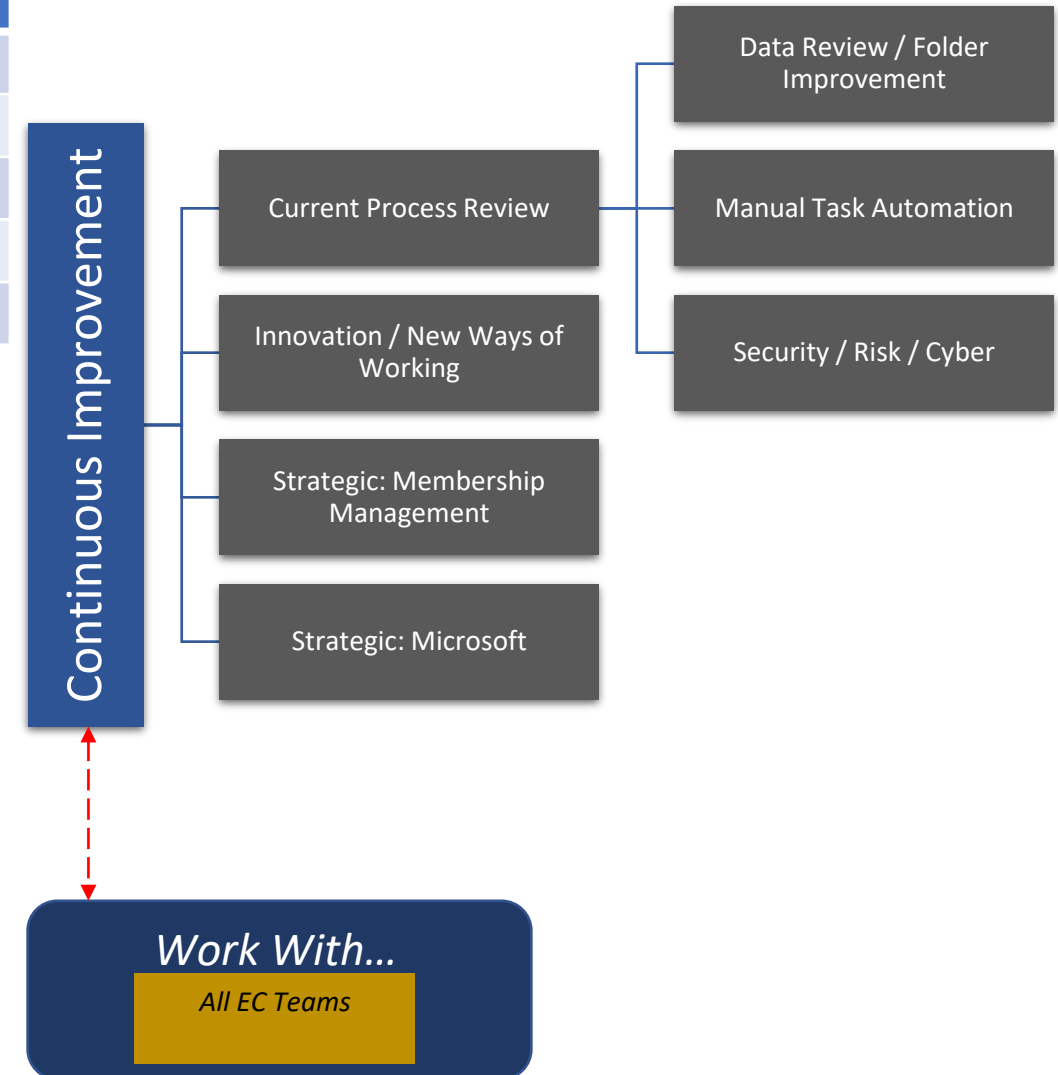
Accountable: Committee Members
Responsible: All
Kept Informed: EC

Reference Doc:
Position Description: Co Opt Member

Team	EC Role
Naresh Bhudia	Committee Member
Nitesh Varsani	Co-Opt
Ashok Ladhani	Co-Opt
Darshan Gorasiya	New member
Vinay Vekaria	New member

Overall Aim of Sub Committee:

- **Seek existing process improvements within what is already being done**
(Some processes improved, however there is much more!!)
- **Continue work started:**
 - Simplify information sources
 - Folders Directories, naming conventions
 - Consolidate multiple drives/locations/emails accounts
- **Discover, review, propose solutions to simplify manual tasks, increase consistency.**
- **Strategic: Membership Management Simplification**
 - Continue work already started by the current EC re:
 - what is required to simplify the member management process end to end



STRUCTURE: Catering & Inventory



Accountable: Committee Members
Responsible: All
Kept Informed: EC

Reference Doc:
Position Description: Co Opt Member

Team	EC Role
Bharat Gondaria	Committee Member
Vinod Vaghjiani	Co-Opt

Key accountabilities jointly:

Own tasks end to end:

- Manage Inventory, current stock, future demands, ordering, and delegation across other teams.
- Assigning of tasks across EC, Sub committees, Volunteers
- Form additional sub group with volunteers as needed

Work with partner teams as required to complete objective

Reviewing current state process, providing feedback with solutions to EC/Continuous Improvement

