



# HỘI ÁI HỮU PHÚ YÊN BẮC CALIFORNIA

## PhuYen Fellowship Association of Northern California

Founded 2005 - Website: [www.aihuuphuyen.org](http://www.aihuuphuyen.org)

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### RESPONSIBILITY CHART

#### Advisory Board:

Requested by the Executive Board or introduced by Official Members: Assisting the Executive Board in every activity of the PhuYen Fellowship Association (NORCAL PYFA), if needed.

#### Executive Board:

**President** Elected by the NORCAL PYFA's Members. Official Representative of the NORCAL PYFA, Chairman of the Council. Responsible for overall supervising. Planning general projects for the NORCAL PYFA. Approving budget. Appointing NORCAL PYFA's Assistants, Commissioners and other staffers.

**Vice President:** Appointed by President (ABP). Assisting President's assignments. Carrying on the president's assignment when he/she is absent, executing as the Acting President in case he/she is unable to fulfill the assignments, or as Interim President (first choice) to carry on the President's remaining term in case he/she becomes ineligible.

**Secretary General:** ABP. Carrying out executive tasks, archiving NORCAL PYFA's documents and updating NORCAL PYFA's Members' status. Collaborative handling internal and external affairs. Collaborating with other Assistants and Commissioners to carry out NORCAL PYFA's activities. Collaborative planning in details and carrying out NORCAL PYFA's projects. Carrying on President's or Vice President's assignments in case he/she is unable to carry out his/her tasks to complete the term as second choice for Acting President or Interim President.

**Vice Secretary General:** ABP. Assisting Secretary General's assignments. Substituting Secretary General to carry on his/her duties as Acting Secretary General or Interim Secretary General in case he/she is unfit or unable to do.

**Treasurer:** ABP. Taking care of NORCAL PYFA's finance. Collecting Members' annual fees and activity dues, if any. Fund raising.

**Vice Treasurer:** ABP. Assisting the Treasurer on NORCAL PYFA's finance.

**Financial Commissioner:** ABP. Fund raising for NORCAL PYFA's activity expenses.

**Media and Festival Commissioner:** ABP. Handling the NORCAL PYFA's media and entertainment activities. Promoting Vietnamese culture, especially PhuYenese traditions.

**Social Commissioner:** ABP. Collaborating and organizing social activities such as related-Members' weddings or funerals. Aiding Members' difficulties, accidents or disasters.

**Ritual Commissioner:** ABP. In charge of the ritual activities such as welcoming or ushering.

**Logistical Commissioner:** ABP. Providing and preparing necessary food, drinks or supplies for the NORCAL PYFA's activities.

**Activity Commissioner:** ABP. In charge of NORCAL PYFA's sports and outdoor activities...

**Website Commissioner:** ABP. In charge of NORCAL PYFA's Website.

**Special Task Commissioner:** ABP. In charge of NORCAL's special tasks and projects.

**Note:** Each executive member may have maximum of two leadership positions in the Executive Board. This Responsibility Chart may be amended, revised, repealed, or updated, if necessary.