

GUIDE FOR NATIONAL SUBUD ORGANIZATIONS

I. OVERVIEW

In order to work together and support each other, the local Subud groups in a country form a national Subud organization, such as Subud France or Nigeria. To coordinate this collective, they hold a national annual, or bi-annual, meeting or congress, which is usually an occasion for individual Subud members in the country to gather, do latihan, play and work together. During a national congress, there are often social and cultural events, as well as business meetings and latihan.

During the official meetings of the congress, a national chairperson is selected through a democratic vote following testing. The chairperson holds office for two years. In many countries, the national chairperson will appoint a committee. The congress also establishes the objectives and policy for the Subud country during the year.

This work is carried out after the congress by the national committee, which usually consists of a treasurer, secretary, and a committee councilor, who among other functions acts as an international ambassador for the country. The national committee may include persons with other roles, such as a vice chairperson, an executive officer, fundraiser, and a publications officer. The national committee works together with the national helpers in much the same way as the local committee functions with the local helpers. Two of the national helpers also have an international function; they form part of the national delegation at international meetings and are called the kejiwaan councilors.

The national committee may also include national coordinators for Susila Dharma, SICA, SES and Subud Youth, when appropriate.

In countries with a larger membership, the organization may follow a different pattern. In order to allow for more direct participation from the local groups between congresses, and to make a clearer distinction between policy and executive functions, a country may form a national council. Such a council is a representative body and it consists typically of the national chairperson, the group chairpersons, the committee councilor, and the national helpers. In this way, groups can make an input into their national organization through the local group chairpersons even when congress is not in session.

This council will appoint an executive committee, which carries out the decisions of the council on a day-to-day basis. The executive will consist of an executive officer, a treasurer and secretary, as well as people with other more specialist roles such as a publication officer.

When appropriate, the council will also include the wing chairpersons, such as the national Susila Dharma coordinator, the national SICA coordinator, a coordinator of SES, as well as a representative of Subud Youth. In some countries, Susila Dharma

and other so-called wing bodies may have a legal registration that is distinct from the Subud organization so that they can operate as a non-governmental organization or charity in their own right.

In some countries, national councils meet three or four times a year.

Like the local committee, the national organizations are funded by voluntary contributions. In most countries, local groups donate a percentage of their income to the national body.

II. JOB DESCRIPTIONS

National Chairperson

1. Provide organizational systems to meet the needs of the country (eg, filing systems, financial systems, job descriptions, archives).
2. Organize and preside over regularly scheduled meetings of the national committee, including general or specific agenda preparation.
3. Provide a healthy forum for discussion of issues, ideas, wishes, criticisms, etc, including group chairpersons' representation of their members' viewpoints.
4. Act to unify thoughts and feelings in national committee meetings to facilitate harmonious decisions.
5. Oversee the roles of national vice-chairperson, secretary, treasurer and appoint and oversee national representatives for the wings' activities.
6. Review the finances of the country, and oversee the organization of fundraising within the country by donation and special event.
7. Oversee the purchase, financing, development, sale, maintenance, insurance, etc, of Subud properties if these are owned by the national body.
8. Actively promote wings' activities: enterprises, charitable projects, cultural, youth, health and educational - and encourage members to participate in these activities.
9. Form and oversee subcommittees for specific duties as and when required.
10. Actively participate in the country's activities.
11. Keep informed of all current issues affecting the national, zonal and international organization.
12. As a delegate for the country, work with the committee councillor and two kejiwaan councillors to accurately represent the members of the country at zonal and world congresses, by encouraging interest and discussion of zonal and international news and issues within local groups.
13. Assist the committee councillor to carry out the brief of acting as the conduit of information from the zonal and international councils, and from the country's membership to those outside the country.
14. Ensure that groups are provided with information of available Subud literature for group libraries.
15. Participate in regularly scheduled latihan with the committee and helpers.
16. At the end of the term, help the new national chairperson learn the requirements of the job

National Vice-Chairperson

1. Assist the national chairperson to carry out responsibilities.
2. Assume responsibilities of national chairperson in event of absence.
3. Take on overseeing role in areas assigned by the national chairperson.
4. Accept duties as assigned by the national chairperson.
5. Actively participate in national activities.
6. Keep informed of all current issues affecting the national, zonal and international organization.
7. Participate in regularly scheduled latihan with the committee and helpers.
8. At the end of the term, help the new national vice-chairperson learn the requirements of the job.

National Secretary

1. Assist the national chairperson to prepare agendas for national committee meetings and national congresses.
2. Take accurate minutes of national committee and council meetings, executive meetings, national congresses, and any others meetings involving the national committee that require recording of proceedings.
3. Provide all national committee or council members with a copy of the minutes, which should be easily read, neat and understandable.
4. Keep orderly files of all records and communications of the national committee, including both incoming and outgoing correspondence.
5. Handle the incoming and outgoing correspondence addressed to the national chairperson and national committee.
6. Keep a regularly updated membership list for the country and distribute this to the groups.
7. Keep an updated list of national and group committees.
8. Keep an updated helper list for the country and process helper cards as requested by the national helpers.
9. Keep informed of all current issues affecting the national organization.
10. Accept other duties as assigned by the national chairperson (eg, publications, website, assistance to national helpers, wings' coordinators).
11. Actively participate in national committee activities.
12. May be responsible, with help, for publication of the national newsletter.
13. Participate in regularly scheduled latihan with the committee and helpers.
14. At the end of the term, help the new national secretary learn the requirements of the job.

National Treasurer

1. Learn the established accounting system, or if required, set up a suitable system.
2. Keep financial records as required by the national committee and the applicable laws, including year-end financial requirements.
3. Plan, initiate and manage the annual budget with input from all members of the national committee.
4. Produce accurate and meaningful financial statements and reports as and when required by the national committee.

5. Ensure that the financial statements comply with charitable and other laws, and arrange for an audit or review as required.
6. Deposit and receipt all income in a timely manner.
7. Pay bills on time.
8. Reconcile bank statements monthly.
9. Use a voucher system for national committee and national helper reimbursement.
10. File all bills, receipts, budgets and reports in an orderly manner.
11. Remit pledged donations to the International Subud Committee in a timely manner.
12. Respond to inquiries quickly and accurately.
13. Work with the national committee to establish clear procedures for collecting donations and for fundraising.
14. Carry out fundraising as directed. (Fundraising is a separate position in some countries.)
15. Proactively collect donations from groups, isolated members, Subud enterprises, etc, within the country.
16. Identify potential financial problems while there is still time to act. Advise the national chairman and offer recommendations on solving the problem.
17. Assist group chairpersons / group members to understand the financial needs of the national committee and international organization.
18. Participate in regularly scheduled latihans with the committee and helpers.
19. At the end of the term, help the new national treasurer learn the requirements of the job.

Committee Councillor

1. Be an active member of the national committee.
2. Serve as the communications link between the national membership and the zonal and international organizations.
3. Bring an awareness to the international organization (zone, ISC, WSC) of the state of Subud in the country.
4. Bring an awareness to the country's members of the working / activities of the international organizations.
5. Encourage the country's members to support (financially and in other ways), the work of the international organizations.
6. Represent the country at zonal and world congresses as a delegate of the country's membership (along with the national chairperson and two kejiwaan councillors).
7. Carry out the role of SES coordinator if there is no national SES chairperson appointed and work with the national SES representative to establish fruitful contacts with entrepreneurs in the other countries of the zone.
8. Participate in regularly scheduled latihans with the committee and helpers.
9. At the end of the term, help the new committee councillor learn the requirements of the job.