

## Description of positions of Hindu Student Council's board

**President (2):** Two co-presidents will be elected; both will work together with the board in serving the council. Co-presidents are required to attend mandatory Stanford Associated Religions (SAR) meetings once/twice a quarter in addition to organizing weekly/biweekly board meetings. They should prepare the agenda for the meetings and send out the minutes. They are responsible for assigning and coordinate the tasks among different board members. They are required to keep the community involved and informed about HSC's activities and keep in touch with HSC's mentor, HSC's Office of Students Activities advisor & Dean of Religious Life.

**Vice President (3):** A team of 3 vice-presidents will work together and rotate responsibilities of events among themselves. The title has been combined from earlier having a festival director, event direct and speaker series director separately.

If you are responsible for organizing a festival then you would be required to find the date of the Hindu festival according to Hindu calendar and organizing poojas. The main quarterly festivals are Diwali Pooja(Fall), Saraswati Pooja(Winter) and Holi Pooja(Spring). Organizing pooja involves contacting local pundits to lead the prayer and procuring the necessary pooja supplies.

If you are responsible for organizing a lecture then you are required to finalize a speaker, topic can vary according to interest (e.g. Vedic Mathematics, talk on astrology, importance of Sanskrit) Discuss with the board to identify interesting topics and potential speakers.

You can also organize events aside from the festivals and speaker series. This has been HSC's focus and commitment to the community, organizing events geared towards multi-faith perspective e.g. Gandhi Jayanti, Vivekananda Jayanti etc. These are of great interest to the Stanford community.

For each of these categories, task involves preparing the budget, working out the logistics, arranging volunteers, publicizing and other preparations on the day of the event.

**Financial Director(1)** is responsible for working with the board to write budget proposals, filing work orders with the ASSU for all the events and handle timely reimbursements for the expenses incurred. The individual must have the time commitment to attend weekly/biweekly board meetings and be available to promptly respond to financial matters.

**Webmaster(1)** is responsible for maintaining and updating our website, which is geared towards keeping the community informed about HSC events and providing other information on Hinduism. This position also includes timely uploading of all event media to the website, including digital videos and photos.

**Publicity Director (1)** is responsible for preparing the poster and publicizing all events (through the distribution of e-flyers on email lists and/or paper flyers) and being the liaison to other student groups and non-Stanford organizations. Represents HSC in the media.

**Social Director(2)** A team of two co-directors will be responsible for organizing quarterly temple trips, biannual Olema retreats and arranging logistics that the weekly satsangs (devotional gathering), weekly yoga classes and weekly Gita classes.

Organization satsang involves procuring pooja material like candles and food for offering and logistics would involve arranging funds to publicizing.

YOU MUST BE ON CAMPUS FOR BOTH WINTER AND  
SPRING QUARTERS OF 2008 TO APPLY!!

**Deadline: 11:59pm Saturday, November 24, 2007**

<http://hindu.stanford.edu/apply.html>