



বাংলাদেশ এসোসিয়েশন, হিউস্টন

**Bangladesh Association, Houston**

A Nonprofit Organization, Established in 1978, Charter #3-00084-4754-9  
13415 Renn Road, Houston, TX 77083

<http://www.bangladesh-association.com>

**Board of Directors  
(2011-2012)**

*Shah Haleem*  
Chairperson  
(281) 748-9880

*Khaled Khan*  
Vice Chairperson  
(281) 748-4592

*Nahida Naser*  
Secretary General  
(281) 467-8777

*S. M. Zahidul Azad*  
Director of  
Finance and Budget  
(832) 692-1234

*S. M. Haleem (Mitu)*  
Director of  
Organizational Affairs  
(832) 866-6949

*Syeda Kusum Kali*  
Director of  
Cultural Affairs  
(713) 584-5034

*Maleque Choudhury*  
Director of  
Sports & Games  
(832) 878-6877

**Roles and Responsibilities of the Director of Finance and Budget**

This position, aka, Treasurer is responsible for creating budget and maintaining the accounts. The treasurer will also be responsible for the following:

- Prepare annual budget
- Present the budget to the board for tentative approval
- Develop an electronic accounting system
- Design and develop BAH cash receipt
- Design and develop membership payment system
- Update all membership dues (paid/not paid) online on the web
- Allocate funds prior to any event
- Close every event with proper paper works
- Upload monthly accounting statements
- Communicate with the CPA for annual financial statement
- Prepare and submit tax
- Manage payments in all events such as picnics, programs etc.
- Release statements within 14 days after the event