



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 Organizational Affairs

This officer is primarily responsible for looking after the member's interest and make sure all members are satisfied. Following could be some responsibilities of this officer:

- Proactive seek new members
- Innovate ways to promote the association in the community to increase membership
- Always update the membership list and keep it handy
- Design and develop a new membership application
- Make the membership application available online as PDF as well as a form
- Monitor e-mail box for any online submission
- Respond to every person who is a new member with a personal thank you note
- Design and develop a membership benefit package. This package needs to be sent to all new members. Contents of such packages may contain:
 - o Welcome letter
 - o Contact information for all the board members
 - o Letter from the Chairperson
 - o Membership card
 - o Membership benefits
 - o Calendar of Events
 - o Receipt of payment
 - o Maps of the most used venues such as Bangladesh-American Center , Stafford Civic Center , Picnic spots area
 - o Copy of the latest constitution
 - o Survey form for interests and hobbies

- Actively seek discounts or coupons from local businessmen to pass it on to the members
- Design and develop portable promotional booth for membership which can be displayed on the premise where any event will take place, such as picnic, cultural programs etc.
- Design, develop a distribute membership card
- Design and develop a PVC based credit card type membership card for life members (with photo)
- Write a column about membership benefit in the monthly magazine
- Work with the Secretary General for organizing programs
- Constantly seek volunteers in different category
- Will provide Liaison between BAH and BAC
- Responsible for Bi-annual evaluation of BAC activities
- Special assignment as appropriate by the BAH Board of Directors.