

Job Descriptions for Executive Roles: WSA Chair, Deputy Chair, WSA Exec Chair, Vice Chair and Zone Reps

Excerpt from 'On the Subud Way': Part 3 - Subud in the World

Zone Representative's job description

Zone Coordinator

- Be familiar with each country in their zone.
- Facilitate zone business.
- Coordinate and support communication within the zone.
- assist national bodies to be active members of the WSA, (by helping them prepare for zone council meetings, WSC meetings and the World Congress).
- Appoint and manage an executive committee to oversee the annual budget.
- Chair Zone council meetings.
- Support affiliate wings projects and development in the zone.
- Help the Zone Council identify objectives, priorities, programs and work.

Member of World Subud Council (WSC)

- Be familiar with and carry the vision, aims and interests of the WSA while responding to needs in the zone.
- Act as communication link between the WSC and the Zone Council.
- In each country, create awareness of WSA membership and WSC meetings and solicit proposals from the Zone Council to WSC meetings.
- Participate in and report back after WSC meetings.
- Ensure World Congress objectives are carried out between congresses.
- Participate in and/or create initiatives of the WSC.
- Seek candidates for international positions.

Director of World Subud Association (WSA)

- The board of directors of the WSA consists of the voting members of the WSC (zone representatives and the WSA Chair) and is the body responsible before law for actions of the WSA between congresses.
- Ensure monies spent by WSA are in accordance with charity law, donors' wishes and the aims of the association.
- Ensure member countries receive annual financial reports.
- Maintain assets of the association.
- Ensure that actions of the association comply with the aims and constitution of the association and accord with charity law.

Assist The WSA Executive Team

- Support communications between WSA Executive Team and member countries, (delegate tasks to zone executive committee as necessary).
- Fundraise for the WSA.
- Assist WSC obtain information and replies to correspondence from national bodies.
- Help WSA Executive to find people to write articles for international Subud publications.
- Send reports concerning the zone to the WSA Executive Team
- Assist with other requests and actions defined by the WSC and the WSA Executive Team.
- At the end of the term, help the new zone representative learn the job requirements.

(The zone representatives are appointed by each zone council through guidance received in the latihan.)

World Subud Association Chair's job description

The chair has two roles:

President of WSA

- Spokesperson for all Subud national committees in the world.
- Responsible to WSA members and, between Congresses, to WSC.
- Responsible, with WSC, for the wellbeing and development of WSA and its affiliates.
- Maintain the democratic principles upon which WSA is founded by encouraging participation of the membership.
- May have direct contact with the national committees, listening to their needs and views, helping to resolve conflicts and encouraging participation in the international forum. This contact respects national committees'
- relationships with their zone representatives and national committees' roles as members of their zone councils.
- Represent WSA in making effective contacts with non- Subud bodies on behalf of WSC.

Chair and coordinator of WSC

- Encourage the unity and harmony of WSC and thereby assist WSA to function as a democratic organization.
- Support each member of the Council in fulfilling their specific responsibilities.
- Encourage productive interaction between WSC and the rest of Subud:
 - ✓ Ensure the Council understands the mission and needs of Subud.
 - ✓ Work with WSC to identify aims, objectives, strategies, priorities, and policies, promoting and implementing programs and action plans.
 - ✓ Overview the executive work of the WSC.
 - ✓ Support the work of zone representatives.
 - ✓ Work harmoniously and productively with the international helpers, WSA Executive, MSF, and wings.
 - ✓ Chair meetings of WSC, ad hoc meetings as agreed with WSC, World Congress and WSA Board.
 - ✓ Attend (as ex-officio member) board of directors meetings of SDIA, SICA, and MSF (ensuring WSC votes on issues concerning its assets held by MSF).

(The WSA chair is selected through guidance received in the latihan at World Congress.)

Deputy Chair

- The deputy chair acts as chair, when the chair is unable to act and supports and assists with any tasks the chair delegates to them. The deputy chair is selected by the Council through guidance received in the latihan at World Congress.

The WSA Executive Chair's job description (CEO)

The WSA Executive chair is the chief executive officer of the WSA.

Responsibilities

- Responsible for executing the decisions of Congress and Council, participates as a member of the WSC.
- Responsible to the members of the WSA via WSC between Congresses.
- Responsible for maintaining an effective administration service for WSA and its members.

Administrative service for members and WSA

- Implement the decisions of the Congress and the WSC.
- Support the work of Ibu Rahayu's office and the International Helpers.

- Develop programs and establish sub-committees to work to address members' requests and the aims of WSA.
- Present proposals to WSC for developing affiliates/wings in keeping with the aims of WSA.

Communication / information

- Facilitate communication, information exchange and access for all members and for national, zone and international bodies:
 - ✓ Keep records of international Subud membership.
 - ✓ Maintain up to date address lists of national committees.
 - ✓ Obtain and analyse national reports in collaboration with zone representatives.
 - ✓ Take responsibility for the transcription, translation, publication and distribution of talks by Bapak' and by Ibu Rahayu (WSA holds the copyright).
 - ✓ Take responsibility for the preservation and use of archives and historic material on the development of Subud.
 - ✓ Take responsibility for all publications; newsletters, books and the official WSA website.
 - ✓ Manage the WSA's finances by fundraising, budget preparation, managing income and expenditure, preparing and publishing regular accounts and annual audited accounts.

World Congress

- Arrange the financial and physical resources for the next World Congress.
- Prepare the Congress agenda and program together with WSC.

(The WSA Executive chair is selected through guidance received in the latihan at World Congress from nominees officially put forward by the zone representatives as nominated by the countries in their zones).

Excerpt from Bylaws : World Subud Association Constitution

THE WORLD SUBUD COUNCIL:

5.1 Composition: The World Subud Council (WSC), to be referred to in this resolution as the Council, consists of the Zonal Councils normally speaking through their Zonal Representatives, the WSA Chairperson, International Helpers, the chief officer of each Affiliate, the Chairperson of the Muhammad Subuh Foundation and the ISC Chairperson.

5.1.1 Preparatory Zonal Council Meetings: Zonal Councils shall normally meet prior to a Council meeting.

5.2 Authority: The authority of Congress, limited by the applicable decisions of Congress, is invested in the Council between Congresses.

5.3 Limitation: The authority of the Council does not extend to altering the Constitution of either the Association or the Affiliates.

5.4 Limitation: The authority of the Council does not extend to admitting and expelling Members or Affiliates.

5.5 Limitation: The authority of the Council does not extend to assigning a Member to a different Zone.

5.6 Presiding Officer: The presiding officer of the Council is the WSA Chairperson.

5.7 Chairpersons Responsibility between Congresses: Between Congresses the WSA and ISCⁱ Chairperson are responsible to Congress through the Council.

5.8 Voters: The voting members of the Council are the Zonal Representatives.

5.9 Quorum: A quorum of the Council exists if there are no fewer than five Zonal Representatives and one or more International Helpers present.

5.10 Meetings: The WSA Chairperson with the agreement of a majority of the Zone Representatives can convene World Subud Council meetings and any special meetings of the WSC. WSC meetings may take place inside or outside the District of Columbia.

BOARD OF DIRECTORS:

6.1 Board of Directors: The Directors of WSA shall be the WSA Chairman and the Zonal Representatives. Each director shall be entitled to one vote in decisions made by the Board of Directors.

6.2 Removal: As directors of the Association, the Zonal Representatives are appointed by their Zonal Councils for a four to six-year term, and may be removed from office by those councils at any time. As a director of the Association, the Chairperson is appointed by the Congress for a term running from congress to congress, and may be removed from office by the WSC between congresses or by the WSA members at Congress or a special meeting of the WSA. The World Subud Council has the right to recommend to any Zone Council that its Zone Representative be removed as a zone representative and as director of the Association.

6.3 Quorum: In the meeting of the directors of the WSA, the quorum shall be a majority.

6.4 Meeting of Directors: The directors shall normally meet at least each year and the meeting shall be called by the Chairperson of the Association with the agreement of a majority of the Zonal Representatives. Written notification of meetings shall state the purpose, place, time and agenda and shall be delivered not less than one month or more than six months before the meeting. The meetings of directors may take place inside or outside the District of Columbia.

6.5 Meetings: Meetings of the Board of Directors may take place by telephone conference, email, video or web conference.

6.6 Decisions: Decisions of the Board of Directors shall be by consensus.

6.7 Officers: The secretary of the Association shall be appointed by the Board of Directors. The other officers of the Association shall be appointed by the ISCⁱ Chairperson, who is the executive of the Association. The secretary must be a distinct person from the chairperson. The Board of Directors has the right to remove from office the ISCⁱ Chairperson (or the executive of the Association) and his/her appointees.

6.8 Appointment of Committees: The board may appoint by consensus committees to exercise the authority of the board in the management of the Association.

6.9 Loans and grants from the WSA to directors and officers are prohibited.

THE EXECUTIVE COMMITTEE:

7.1 **Executive Committee:** The Association executive committee is called the International Subud Committee and is referred to in these By-laws as ISCⁱ.

7.2 **Executive Chairperson:** Congress appoints the International Subud Committee¹ Chairperson with the same term as the Chairperson to be referred to in these By-laws as the ISC Chairpersonⁱ.

7.3 **Procedure for the Selection of the ISC Chairperson:** From among the Zonal Representatives nominees, the ISCⁱ Chairperson is selected through guidance received in the Latihan Kejiwaan and, if Congress is in session, proposed to Congress for approval.

7.4 **Location:** During each Regular Congress, Congress determines the location of ISC after the next Regular Congress or informs Council as to its preferences so that as soon as possible Council can make the determination.

7.5 **Location:** During each Regular Congress, Congress decides on the location of the next Regular Congress or informs Council as to its preferences.

ⁱ ISC now known as WSA Executive