



THE HINDU COUNCIL OF TANZANIA

P O Box 581, Dar Es Salaam, Tanzania

Tel: +255 688 428 428; email: secretary@hinducounciltz.org

www.hinducounciltz.org

Friday 8th February 2013

Nomination Committee Terms of Reference 2013

1. Preamble:

Clause 8.0 of the Constitution of the Hindu Council of Tanzania provides the basis for appointment of the Nomination Committee.

This Clause reads as follows:

8.0 NOMINATION COMMITTEE

This Committee shall comprise of independent members of good standing and immaculate and clean record of Community Service. The committee comprising of Six Members shall serve on the Council for One Term of Two years.

8.1 *Member of the Nomination Committee shall be any member of Hindu Community of good standing. Constituent Member shall submit names of such member to the Executive Council 30 days prior to election.*

The duties of the Committee shall be:

8.2 *To receive applications from aspiring candidates who express their wish to contest for a specific position of an Office Bearer or a Member of the Executive Council*

8.3 *To scrutinize all applications in accordance with set criteria.*

8.4 *To forward applications duly proposed and seconded by the Founder*

8.5 *The decision of the Committee shall be final and conclusive.*

8.6 *The Committee may invite Founder or Constituent Members to propose names of candidates from the floor in the event of non-receipt of the required number of applications for any position of the Executive Council."*

Under Clause 10.1.9 the election of the Office Bearers and Executive Councilors shall take place every two years

2. Roles and Responsibilities of the Nomination Committee:

- 2.1. To receive applications from the Constituent Member for the offices of the Chairman, Vice Chairman, Secretary General, Assistant Secretary General and Treasurer (described as the Office Bearers in Clause 7.0 of the Constitution)
- 2.2. To scrutinize all the applications to determine whether the applicants have the necessary qualifications to be able to perform the duties of the office applied for.
- 2.3. The Committee shall also satisfy itself that the applicant possesses integrity and moral character, and, if necessary consult with the Executive Council regarding the characteristics of the applicant.
- 2.4. The Committee shall also obtain detailed information as to the past services rendered by the applicant in similar organizations
- 2.5. To maintain complete records of all applications, and maintain proper minutes of all meetings held in carrying out these responsibilities.
- 2.6. To fairly and objectively evaluates the candidates in light of the skill sets and diversity of characteristics, for which purpose the Committee will develop the necessary evaluation process.
- 2.7. To maintain confidentiality in all its deliberations.
- 2.8. The Committee at its first meeting selects one amongst the members to act as Chairman and shall also appoint a member to act as Secretary.
- 2.9. The quorum at all meetings shall be at least three members
- 2.10. The Committee shall submit its report to the General Assembly in order of preference, promptly after the evaluation process. The Committee will also inform each candidate if they were qualified or disqualified to stand election.
- 2.11. The Committee shall comply with any directive of the General Assembly

Appointed Members from 1st February 2013 – 31st January 2015

1. Mr Biharilal Tanna – 0784 317 731; bktanna@gmail.com
2. Mr Pravin Bhadesia – 0713 604 806; pravingajjar@gmail.com
3. Mr Atul Sheth – 0713 770 977; atul@afribakers.com
4. Mr Laxmikant Babla – 0713 555 657; lbabla@yahoo.co.uk
5. Mr Ashwin Ganatra – 0784 243 232; aganatra@ctvsatcom.net
6. Mr Manish Rughani – 0784 216 216; manish.rughani@gmail.com