

THE HINDU COUNCIL OF TANZANIA

HINDU BUSINESS FORUM

HBF DOCUMENT

CONTENTS

1. Mission and Vision Statements
2. Aims and Objectives
3. Roles and Functions
4. Linkage between HBF and HCT
5. Organization Size and Composition
6. Membership Policy and Obligation
7. Membership Criteria and Application Form
8. Meeting Schedule and Venue
9. Leadership Structure and Tenure
10. Human Resource Support Structure
11. Financial Resource and Management Structure
12. Communication and Records Structure
13. Programs and Event Structure
14. Administrative and Operational Policy
15. Interaction with Professional Groups

1. Mission and Vision Statements

1.1. Vision Statement

A Business Forum promoting social and economic advancement of Hindu community

1.2. Mission Statement

Strengthening Hindu business community by empowering the members to share resources collectively through effective networking which should lead to the Hindu society at large to thrive and prosper.

2. Aims and Objectives

- 2.1.** To promote Hindu owned businesses
- 2.2.** To advise in organising resources for Hindu Business Community for start-ups of new ventures with financial institutions on Regional, National and / or International level.
- 2.3.** To provide a common platform, facilitating agency, and a voice for the business community of which the members of the organization form part by:
 - 2.3.1.** Facilitating opportunities through networking, co-ordinating business forums and co-operating with other business organisations.
 - 2.3.2.** Engaging with and lobbying government and other stakeholders regarding issues which affect the business interests of its members
- 2.4.** Promoting economic growth and expansion by :
 - 2.4.1.** Contributing in maintaining an investor and business friendly environment through networking
 - 2.4.2.** Co-operating with partners and stakeholders in driving initiatives which facilitate sustainable economic and business growth for the Businesses of its members
 - 2.4.3.** Promoting SME growth through mentorship, enterprise development and business skills training
- 2.5.** Remaining relevant to the organization's membership by:
 - 2.5.1.** Harnessing members' skills, expertise, energies and resources
 - 2.5.2.** Providing effective, efficient and quality service
 - 2.5.3.** Representing and serving members' interests in the community
 - 2.5.4.** Assisting in the development of members' businesses through the supply of relevant information, training, advice and support
 - 2.5.5.** Providing information to facilitate networking of local, national and international business contacts and opportunities for its existing and prospective members.

3. Create Roles and Functions

Roles and Functions of Management team comprise of 5 honorary positions /executives namely;

3.1. Chief Executive Officer – CEO

What is the role of CEO?

The Chief Executive Officer (“CEO”) is responsible for leading the development and execution of the Forum’s long term strategy with a view to creating member value. The CEO’s leadership role also entails being ultimately responsible for management decisions and for implementing the Forum’s short and long term plans. The CEO acts as a direct liaison between the HCT and management of the HBF and communicates to the HCT on behalf of management. The CEO also communicates on behalf of the HBF to members, Government authorities, other stakeholders and the public.

More specifically, the duties and responsibilities of the CEO include the following:

- 3.1.1.** to lead, in conjunction with the Board, the development of the HBF’s strategy;
- 3.1.2.** to lead and oversee the implementation of the HBF’s short and long term plans in accordance with its strategy;
- 3.1.3.** to ensure the HBF is appropriately organized and staffed and to have the authority to appoint member as necessary to enable it to achieve the approved strategy;
- 3.1.4.** to ensure that expenditures of the HBF are within the authorized annual budget of the HCT;
- 3.1.5.** to ensure effective internal controls and management information systems are in place;
- 3.1.6.** to ensure that the HBF has appropriate systems to enable it to conduct its activities both lawfully and ethically;
- 3.1.7.** to ensure that the HBF maintains high standards of social responsibility wherever it does business;
- 3.1.8.** to liaise between management and the HCT;
- 3.1.9.** to communicate effectively with HBF members, participants, Government authorities and the public;

- 3.1.10.** to keep abreast of all material undertakings and activities of the HBF and all other factors affecting the HBF and to ensure that processes and systems are in place to ensure that the Chairman and the management of HBF is adequately informed;
- 3.1.11.** to ensure that the HBF Management is properly informed and that sufficient information is provided to the members to enable the HCT to form appropriate judgments;
- 3.1.12.** to ensure the transparency of all public disclosures by the HBF;
- 3.1.13.** in consent with the Chairman, to develop Board agendas;
- 3.1.14.** to request that special meetings of the Board be called when appropriate;
- 3.1.15.** in consent with the Chairman, to determine the date, time and location of the annual meeting of members and to develop the agenda for the meeting;
- 3.1.16.** to represent on committees or the Board where appropriate as determined by the Board;
- 3.1.17.** to abide by specific internally established control systems and authorities, to lead by personal example and encourage all members to conduct their activities in accordance with all applicable laws and the HBF's standards and policies, including its environmental, safety and health policies.

3.2. Chief Operating Officer – COO

What is the role of COO?

A Chief Operating Officer (COO) oversees ongoing business operations of HBF and he reports to the CEO (Chief Executive Officer). He is usually second-in-command.

- 3.2.1.** Overseeing day-to-day operations and keeping the CEO apprised of significant events.
- 3.2.2.** Creating and implementing operations strategy and policies.
- 3.2.3.** Communicating strategy and policy to members.
- 3.2.4.** Fostering member alignment with HBF's goals.
- 3.2.5.** Overseeing human resource management (HRM).

3.3. Chief Financial Officer – CFO

What is the role of CFO?

The CFO has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the HBF's finances.

In summary, the CFO is responsible for:

3.3.1. General financial oversight

3.3.1.1. Oversee and present budgets, accounts and financial statements to the management committee

3.3.1.2. Liaise with designated staff about financial matters

3.3.1.3. Ensure that appropriate financial systems and controls are in place

3.3.1.4. Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies

3.3.1.5. Ensure compliance with relevant legislation.

3.3.2. Fund and Income

3.3.2.1. Collect and submit dues and fees

3.3.3. Financial planning and budgeting

3.3.3.1. Prepare and present budgets for ongoing and proposed activities

3.3.3.2. Present revised financial forecasts based on actual spend.

3.3.4. Financial reporting

3.3.4.1. Present regular reports on the HBF's financial position

3.3.4.2. Present accounts at the AGM

3.3.4.3. Advise on the HBF's reserves and investment policy.

3.3.5. Banking, book-keeping and record-keeping

3.3.5.1. Manage bank accounts

3.3.5.2. Set up appropriate systems for book-keeping, payments, lodgements & petty cash

3.3.5.3. Ensure everyone handling money keeps proper records and documentation

3.4. Public Relations Officer – PRO

3.4.1. Major Functions:

3.4.1.1. Public Relations Officer (PRO) manages reputation of the HBF. He is an interface to the external world and represents the forum to build up a positive image.

3.4.1.2. He also monitors publicity and conducts research to find out the concerns and expectations of the members of the forum. He then reports and explains the findings to its management/ executive council –committee and would initiate corrective actions.

3.4.2. Roles and Responsibilities:

3.4.2.1. Planning, developing and implementing PR strategies;

3.4.2.2. Liaising with and answering enquiries from media, individuals, government bodies and other organisations.

3.4.2.3. Researching, writing and distributing press releases to targeted media;

3.4.2.4. Collating and analysing media coverage;

3.4.2.5. Writing and editing in-house magazines, case studies, speeches, articles and annual reports;

3.4.2.6. Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;

3.4.2.7. Organising events including press conferences, exhibitions, open days and press tours;

3.4.2.8. Maintaining and updating information on the forum's website;

3.4.2.9. Sourcing and managing speaking and sponsorship opportunities;

3.4.2.10. Fostering community relations through events and relevant initiatives.

3.4.2.11. Managing the PR aspect of the forum in a potential crisis situation.

3.5. Human Resources Manager – HRM

The role of human resource management is to plan, develop, and administer policies and programs designed to make expeditious use of an HBF's human resources. It is that part of management which is

concerned with the people at work and with their relationship within HBF.

3.5.1. Its objectives are:

- 3.5.1.1. Effective utilization of human resources;
- 3.5.1.2. Desirable working relationships among all members of the HBF ; and
- 3.5.1.3. Maximum individual development.

3.5.2. The major functional areas in human resource management are:

- 3.5.2.1. Planning,
- 3.5.2.2. Staffing,
- 3.5.2.3. Member development, and
- 3.5.2.4. Member maintenance

3.5.3. The primary responsibilities of a human resource manager are:

- 3.5.3.1. To develop a thorough knowledge of HBF culture, plans and policies.
- 3.5.3.2. To act as an internal change agent and consultant.
- 3.5.3.3. To initiate change and act as an expert and facilitator.
- 3.5.3.4. To actively involve himself in HBF strategy formulation.
- 3.5.3.5. To keep communication lines open between the HRD function and individuals and groups both within and outside the HBF.
- 3.5.3.6. To identify and evolve HRD strategies in consonance with overall HBF strategy.
- 3.5.3.7. To facilitate the development of various HBF teams and their working relationship with other teams and individuals.
- 3.5.3.8. To try and relate members and their responsibilities so that the HBF objectives are achieved effectively and efficiently.
- 3.5.3.9. To diagnose problems and to determine appropriate solution particularly in the human resources areas.
- 3.5.3.10. To provide co-ordination and support services for the delivery of HRD programmes and services.
- 3.5.3.11. To evaluate the impact of an HRD intervention or to conduct research so as to identify, develop or test how HRD in general has improved HBF's members performance

4. Create Linkage between HBF and HCT

HBF Core to update this section.

5. Create Organization Size and Composition

- 5.1.** The total number of members to be limited at 50 for 1 group, if membership number increase beyond 50 up to 75 then 25 members to form another group Or chapter.

HBF Core to update this section.

6. Membership Policy and Obligations

- 6.1.** The membership subscription will be TSHS. 200,000/- per annum.
- 6.2.** Members are obligated to pay the subscription in time.
- 6.3.** Membership subscription will be non-refundable.
- 6.4.** Membership will be non-transferable.
- 6.5.** A person shall cease to be a member in the following circumstances;
 - 6.5.1.** Resignation at any time by a member, to take effect from the date of the notice received.
 - 6.5.2.** If member fails to pay the subscription fees when due.
 - 6.5.3.** On expulsion by a minimum 2/3rd majority vote of members present in HBF meeting.
 - 6.5.4.** Attendance is critical to the forum. If a member cannot attend, an apology must be sent in writing at least one day prior to the meeting.
- 6.6.** All members must actively participate in the activities of the forum.
- 6.7.** The members are expected to spread word of mouth about the activities of the forum to the fellow community members

6.8. Membership Benefits

6.8.1. Organization

- 6.8.1.1.** Support Network to members for promotion of collaboration and sharing of ideas
- 6.8.1.2.** Networking to create opportunities to promote its members
- 6.8.1.3.** Networking to provide support and mutually beneficial transaction.
- 6.8.1.4.** Increasing business opportunities, turnovers and employment prospects
- 6.8.1.5.** Development of business training and skills, including regular continuous business education and development programme
- 6.8.1.6.** Professional networking at local, regional, national and international levels to expand members' knowledge and to organise conferences, trade events and face-to-face interaction with potential business partners
- 6.8.1.7.** Exposure to leadership and other managerial experience, acquired through participation on committees, organizing projects etc.

6.9. Online

6.9.1. Web Sites - resources on industry via the Internet

6.9.2. Connect to other members via Social Networks

6.9.3. Online forums

6.10. Business Partners

6.10.1. Resource guides and recommendations for members. Access to reputable suppliers and customers to service your firm, along with recommendations from members who have used them

6.10.2. Access to B2B decision-makers

6.10.3. Support systems available from more experienced business people who can provide guidance and useful insights for your business in accordance with your needs

6.10.4. Promotion of civic leadership through partnerships with other organizations active in philanthropic ventures, with which you can become involved.

6.10.5. Introduction to trusted legal, accounting, audit, tax service providers and other business consultants.

6.11. Trade and Investments

6.11.1. Goal of organising trade missions and visits to within and outside the country in order to explore new markets and business opportunities.

6.11.2. Bringing together investors and entrepreneurs and the provision of expert advice on financing available for business ventures.

6.11.3. Providing assistance and insight for foreign investments in the form of franchisees, Joint ventures, mergers or acquisitions

6.11.4. Create a comprehensive database over time of advertised public contracts and provide professional guidance to help members bid for them

6.12. Advisory & Expertise

6.12.1. Sponsorship of position papers on particular topics and conduct research on specific areas recommended by members

6.12.2. Advisory on raising finances for business activity

6.12.3. Advisory on new business opportunities by experienced consultants

6.12.4. Create and maintain models of Corporate Social Responsibility (CSR) and Corporate Governance

6.13. Human Resources

- 6.13.1.** Apprenticeship, Intern Programs and Mentorship programs for newer members and young entrepreneurs in order to develop opportunities within the membership network.
- 6.13.2.** Possibility of preferential treatment for members in new appointments.
- 6.13.3.** Volunteer opportunities where you can lend your expertise or try out a new skill and obtain references for future employment
- 6.13.4.** Internet Job Listings as a free service for members searching for new opportunities and facility to post their resumes and also a basis for potential employers to review resumes of potential employees.

6.14. Recognition of Excellency

- 6.14.1.** Recognition for top Hindu Corporate in terms of Business Performance, Economic Contribution, Corporate Social Responsibility, Corporate Responsibility and other relevant criteria.
- 6.14.2.** Recognition for Hindu individual in professional achievements
- 6.14.3.** Recognition for top Hindu Brands

7. Membership Criteria

- 7.1.** Limited to Tanzanian resident individual by name of any gender with minimum age of 21years and above.
- 7.2.** The individual has to have beliefs based on Vedic Hindu religion and philosophy of life including principles as practiced in Jainism, Buddhism and Sikhism.
- 7.3.** The individual has to be shareholder/director of or professional working for duly registered, resident Tanzanian organization for profit, or a retired learned person of highly regarding stature.

8. Meeting schedule and Venue

- 8.1.** For Y2014 the meeting shall be held on the 12th April, 12th / 19th July and 8th /15th November
- 8.2.** For Y2015 and onwards there shall be at least 4 meetings one each every quarter at pre-determined venue.
- 8.3.** The participants should sponsor the meetings for Y2014 and for Y2015 onwards the cost may be covered by the subscription fees.

9. Leadership Structure and Tenure

9.1. The management team consists of 5 executives from the 50 members and 2 members from the executive council. Leaders to be elected before end of 2014, namely,

9.1.1. Chief Executive Officer – CEO

9.1.2. Chief Operating Officer – COO

9.1.3. Chief Financial Officer– CFO

9.1.4. Public Relations Officer – PRO

9.1.5. Human Resources Manager – HRM

10.Human Resource Structure

HBF Core to update this section.

11.Financial Resource and Management Structure

HBF Core to update this section.

12. Communications and Records Structure

- 12.1.** We need to establish documentation formats e.g. minutes, attendance register, membership forms, accounting etc

HBF Core to update this section.

13. Programs and Event Structure

HBF Core to update this section.

14.Administrative and Operational Policy

HBF Core to update this section.

15. Interaction with Professional Groups

HBF Core to update this section.