

## **Appendix VI: Guidance Provided By Dean Mohsin Patwary, Moderator, Third Segment of the VAB Retreat, on “VAB’s Organization”**

### **VAB Retreat Moderation Note: Organization, 08-05-18**

Assalamualikum and Good Afternoon.

My name is Mohsin Patwary, I am invited to moderate this session on “VAB Organizational Structure”.

It is nice to see a good number of attendees. Some of them I know well or met before. Welcome all of you, we hope to have a very productive session.

A well-organized and successful voluntary organization has several key elements, which include, but are not limited to:

- a. A well-defined organizational structure
- b. Its Programs with a clear and realistic program goals
- c. Secured Funding
- d. And a stable pragmatic leadership with vision and clear program goals.

I understand that programing and funding have already been addressed in two previous sessions. In this session we will concentrate on Organizational Structure and other related points.

As we all know, a well-defined organizational structure helps how various activities of the organization, such as allocation of responsibilities, coordination, and supervision are directed to achieve organizational goals.

A well-defined organizational structure does several things:

- a. It reduces conflicts and confusion between officers and individuals regarding who will carry out certain tasks in the organization
- b. It facilitates specialization of an individual responsible for a particular task thus increasing efficiency
- c. It simplifies the authority and control over resources

- d. It establishes protocols, i.e., better and easier communication as to who reports to whom, streamlines operation and improves decision making.

With this brief introduction, let me place to you how we would like to conduct this session.

I understand that most of you present here are either Board members or Patrons, and you have very good idea about the VAB organizational structure.

We will discuss:

If the current ORG Structure is working the way you want it to work

Is there any room for structural improvements; if yes, what are these and how we can do it

There are several other suggested discussion points, we would like you to speak on those points too

Since it is a sort of brainstorming session, I request every member contribute in this discussion.

At the end we should have a set of recommendations.

### **Recommendations**

1. Bring diversity of age and gender in VAB leadership (Board)
2. Board to consider appointing a paid office assistant for VAB
3. For sustainability and continuity of the organization, there should be a clear pathway for the top leadership change
4. Should publicize VAB activities in NYC Bangladeshi print media to familiarize and create a positive perception about VAB to general Bangladeshi Americans that may help generate more funds for the organization.

5. Bylaws to be reviewed to introduce clarity in the process of leadership change, terms of office and well-defined functions.