



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 Vice Chairperson

The Vice Chairperson is responsible for the following:

- Conduct and preside over the meeting when the Chairperson is absent
- Help Chairperson with all activities
- Work with the Secretary General to keep all the books and records up to date
- Coordinate all activities with the Chairperson
- Coordinate the efforts for publishing the monthly magazine
- Take additional steps to promote local businessmen
- Maintain and regularly update the Association web site. The site needs to be completely redesigned
- Help the Secretary General to maintain minutes, books and reports.
- Help the Director of Organizational Affairs for volunteer management plus more

Khaled Khan