



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 Secretary General

This is very most important position on the board. Secretary General will be responsible for the following:

- Keep all the meeting meetings up to date and publish them on the web
- Proactively take initiative for events
- Allocation resources for proper event management
- Constantly seek volunteers in different category
- Maintain inventory of all the assets
- Coordinate all events with other board members
- Keep a constant communication with the Chairperson
- Design, develop and maintain all BAH stationeries such as letterhead, seals, envelopes, stamps, etc.
- Coordinate and prepare event notices
- Coordinate and send all mail out
- Write activity report for General Body meeting, Magazine, and other publication.

Nahida Naser yarin
S. M. Haleem (mitu)