

APPENDIX D

FORM AND RESPONSIBILITIES OF SUB-COMMITTEES

ETHICS & CERTIFICATION COMMITTEE

The Chair of the Ethics & Certification Committee shall be appointed by the Central Committee and sit on the Central Committee as a full member.

Duties of the Ethics & Certification Committee:

- 1) To oversee the licensing of the Certification Mark to individual teachers in Southern Africa.
- 2) To see that 60% of the income from the Certification Mark is sent to Yogacharya Sri BKS Iyengar or whoever else he nominates and the remaining 40% is used in whatever way the Institute decides will spread the art, science and philosophy of yoga according to the teachings of Yogacharya Sri BKS Iyengar, subject to the approval of Yogacharya Sri BKS Iyengar or his nominee.
- 3) To undertake the administration of the Certification Mark/Trade Marks and to advise the Central Committee on infringements by persons or organisations unqualified to use it, so that the Institute can take necessary steps or seek legal redress if necessary.
- 4) Maintain the Service Mark for the Institute, and see that the fee is sent to Yogacharya BKS Iyengar.
- 5) To administer application for classes at the RIMYI in Pune.
- 6) To oversee the maintenance of high ethical and teaching standards (see Appendix B) for teachers and recommend to the Central Committee any action to be taken in accordance with the disciplinary procedures (see Appendix G).
- 7) To provide a forum for any complaints from within or outside the Institute about any yoga-related conduct by members or the Institute and implement a structured Grievance Procedure (see Appendix G).
- 8) To provide a forum for any complaints related to the assessment or certification processes and implement a structured grievance process with the approval of the Central Committee. (see Appendices D & G),

Membership:

- The Committee shall consist of not less than two teachers as may be deemed necessary from time to time. All members shall have a minimum of 5 years Iyengar Yoga teaching experience or 5 years at Regional Representative level.
- Tenure shall be for a period of **three years** and members shall be eligible for re-election for **1x further term**, thereafter there must be a **gap of three years** before they can stand for further election.

ASSESSMENT & TEACHER TRAINING COMMITTEE

The Chair of the Assessment & Teacher Training Committee (known as AssComm) shall be appointed by the members of AssComm and sit on the Central Committee as a full member.

Duties of AssComm:

- 1) To have overall responsibility and control of all Teacher Training and for the organisation of all assessments for each level as approved by Yogacharya Sri BKS Iyengar (Appendix E).
- 2) To appoint a Registrar/Treasurer, who will act as a collator of all information regarding all areas of assessment procedures and control of all training and assessment fee use and allocation (Appendix E).
- 3) To appoint a Secretary who will keep records of all meetings held and communicate with members as required.
- 4) To appoint a Chief Examiner who shall be responsible for the setting of theory papers, the provision of model answers for such papers and the coordination of marking them.
- 5) To appoint suitably qualified Moderators as required by activity levels.
- 6) To adjust the number of Moderators from time to time to cope with the numbers taking assessments.
- 7) To set a time limit on consecutive years of service of the Moderators and Chief Examiners.
- 8) To hold a minimum of one meeting a year to review all aspects of teacher training and assessment and make necessary decisions in line with the aims of the Institute.
- 9) To train and appoint approved Assessors from a list of suitably qualified candidates (see appendix E, clause 6e).
- 10) To approve teacher applicants with the correct qualifications to train teachers for certification.
- 11) To maintain and review teacher training procedures to ensure they are in line with the requirements of RIMYI and/or the requirements of national regulating bodies so long as these in no way contradict the requirements of RIMYI.
- 12) To organise in-service training for currently serving Assessors, Moderators and teacher trainers.
- 13) To review the requirements for candidates for teacher training as necessary and in accordance with any rules laid down by RIMYI
- 14) To oversee the applications for teacher training courses throughout Southern Africa to ensure that requirements for entering such a course are met.
- 15) To have the power to withdraw permission for individuals to train or assess teachers when standards are consistently not met.
- 16) To liaise with the Finance Committee on the assessment, training and administration costs under its control.
- 17) To regularly seek feedback on assessment and teacher training from teachers at all levels of qualification.

Membership:

- All assessors, moderators and regional coordinators and other teachers as required (minimum of 2 from Central Committee, preferably more).
- Tenure shall be for a minimum period of **three years** or such longer term as AssComm and the individuals shall agree.

FINANCE COMMITTEE

The Chair of the Finance Committee shall be the Treasurer of the Central Committee

Duties of the Finance Committee:

- 1) To manage and regulate the financial affairs of the Institute.
- 2) To maintain a relationship with the Institute's accountants.
- 3) Financial fact-finding to advise the Central Committee of all matters relating to the financing of the Institute's activities.
- 4) Preparation of the annual budget for presentation to the Central Committee and membership.
- 5) To administer the surplus or loss on nationally organised seminars, conferences or conventions and take the fiscal responsibility for them.
- 6) Control research grants and any fund raising activities (in liaison with the relevant Sub Committees).

Treasurer's Specific Duties:

- 1) To arrange for the preparation of consolidated financial statements for the Institute (incorporating Regional finances) in line with generally accepted accounting practice and to ensure timely submissions from the regions in order to achieve this.
- 2) Handle financial proposals & planning.
- 3) To attend to those duties laid out in the Constitution of the B.K.S.Iyengar Yoga Institute of Southern Africa, Functions of Officers, paragraph c).
- 4) To handle all Central Committee accounts and maintain records of all meetings of the Finance Committee

Membership:

- The Treasurer, one other Central Committee member and other co-opted members as required.

PUBLIC RELATIONS/PRESS & COMMUNICATIONS COMMITTEE

The Chair of the Public Relations/Communications Committee shall be appointed by the Central Committee. PR will be a major activity for the Institute.

Duties

- 1) Proactively to communicate the benefits of Iyengar Yoga to the public and the press etc.
- 2) Proactively to communicate the benefits of membership of the Institute to all Iyengar yoga practitioners in Southern Africa.
- 3) Prepare a database of 'responses to specific questions' to be used as its source data. This database to be approved by the Central Committee. Editorial guidance to be provided by the Central Committee.
- 4) To produce a minimum of 2 magazines a year that will constitute the official journal of the Institute for distribution to every member, as well as copies to the Institute President.
- 5) To initiate and maintain contact other countries' Associations/Institutes, groups etc.
- 6) Draft any other leaflets, circulars, and brochures, as required by the Central Committee.
- 7) Maintain the B.K.S. Iyengar Yoga Institute web site.
- 8) Ensure that any articles, letters, publications etc. do not undermine the aims and objectives of the Institute.

Membership:

- 2 members elected from the Central Committee and co-opted members as necessary. The 2 Central Committee members constitute the Editorial Board of the magazine and website. If the Editorial Board fails to reach agreement on any question then the matter shall be referred to the Central Committee of the Institute which shall make final decisions.

PLANNING COMMITTEE

The Chair of the Central Committee shall Chair the Planning Committee.

Duties

- 1) To keep the Institute abreast of legislation and regulation regarding yoga in Southern Africa.
- 2) To be the centre for creative thinking.
- 3) To be responsible for forward planning and policy by preparing long term plans for approval by the Central Committee.
- 4) To canvass membership for ideas.

Membership

2 Central Committee members including the Chair and co-opted members as necessary.