



## TAMIL CULTURAL SOCIETY OF MANITOBA

P.O. BOX 56 Winnipeg, Manitoba, Canada R3C 2G1  
Reg. No. 062453, Registered as a Non-profit Organization  
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# TCSM Operational Plan 2015 - 2016

Registered as a Non-profit Organization on May 25, 1983, Reg. No. 062453,

Established in 1981

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# Why does our Society need an Operational Plan?

An Operational Plan helps TCSM maintain unity and direction towards achieving our strategic goals outlined in our Mission Statement. Members of TCSM should have a clear understanding of our mission and priorities. This creates an environment where all Winnipeg Tamils can be fully involved in a legal, democratic, open and transparent process that ensures the longevity of our society. We would like to develop a planning process by which our society creates a clear and compelling picture of all our future activities. Doing this will help TCSM develop the necessary procedures and action plan to achieve our goals.

In any organization, it is important not to neglect the life blood of the organization, the members! Whether our members are an active Board of Director or volunteers, our operational plan will give them the tools to work together as a team to achieve our goals.

## Mission Statement:

**Promote Cultural and Religious activities among Tamil Ethnic Group Living in Manitoba.**

- Promote learning of Tamil by Tamil children and others who are interested
- Promote Tamil cultural activities such as music, dance, drama, etc.
- Promote awareness of Tamil culture to other cultural groups
- Promote religious activities
- Promote activities among its members leading to well-being of newcomers (Tamil origin) to Canada and to assist in their settlement
- Promote the upgrading of linguistic, technical, administrative and other skills.

- Promote activities in helping refugees of Tamil origin in any part of the world.

## Membership:

All Tamils and anyone interested in the Tamil culture living in Manitoba and are at least 18 years of age are entitled for membership.

## The Community:

The majority of Tamils in Manitoba live in Winnipeg. There are over 150 families in Winnipeg, most of which are members of TCSM, others are potential future members. All Tamils in Winnipeg regardless of their membership have participated in TCSM activities at one time or another. They all belong to different religious groups and originate from different countries.

This reflects our fundamental policy that our organization fosters Tamil culture amongst Manitobans, irrespective of their country of origin or religious affiliations.

**There is no other organization in Manitoba that offers similar services to Tamil ethnic group.**

TCSM is a membership based, not for profit, non-political, self-governing organization. Currently TCSM is not directly involved in the religious activities of the Tamil Community. These religious activities are organized by Tamil Hindu Group and Tamil Christian Group.

Communication with Members is done via Newsletters, Post, emails and the TCSM website.

# Programs and Services TCSM offers to the Community:

- Tamil Pavilion-Folklorama
- Thai Pongal – Harvest Festival
- Tamil New Year
- Canada day Celebrations
- Summer Picnic/Camping
- Deepavali Celebrations
- Christmas Celebrations
- Family Day/Winter sports
- Tamil School, Tamil Cultural Dance Class
- Training in Public speaking in Tamil

## Funding for our Operation

- (A) Collection of membership fees.
- (B) Contributions/Donations from members and well-wishers
- (C) From fund-raising campaigns
- (D) Financial Assistance or Grant

Any financial assistance or grant received from Federal/ Provincial Government or other sources, shall be used only for the specific purpose indicated by the donor.

**Internally restricted Funds:** Funds and the investment income from the funds shall be deposited back with the fund.

# Affiliation with Other Organizations:

TCSM collaborates with other organizations when delivering services including:

- Folklorama Inc (Folk Arts Council)
- Hindu Society of Manitoba Inc.
- Tamil Christian Group -Winnipeg
- Tamil Hindu Group –Winnipeg
- Manitoba Interfaith Immigration Council
- Red Cross Society
- Salvation Army
- Fort Whyte Center

## Our Volunteers:

Age group: Age from 3 to 85

Total Number of volunteers involved in our activities: 90

Number of Volunteers under age of 18 in cultural shows: 40

We provide training by experienced volunteers with printed job descriptions.

## TCSM Management:

The executive authority of the Society shall be vested in the Board of Directors who are responsible for the overall operation of TCSM.

Board of directors meet monthly except summer holidays. They have at least six meetings during their term (one year).

Board of Directors are elected at the Annual General Meeting (AGM). An auditor shall be appointed at every AGM. If an auditor is not appointed at the AGM, the Board of Directors appoint an auditor.

An audited annual financial statement of accounts, together with the Auditor's report and annual budget, shall be presented at each AGM and after approval by the general membership; they shall be signed by the president of the meeting and filed by the treasurer. All reports to be kept for ten years.

## Tamil Pavilion (Folklorama):

Tamil Pavilion was started in 1998 and continued every year except 2009. The Tamil Cultural Society of Manitoba Inc. is the sponsoring organization for the Tamil Pavilion. The Tamil Pavilion not only allows all members of the Tamil ethnic community to take part in the operation of the pavilion but also offers members from other communities to take part as well.

## About the Pavilion:

Tamil is one of the oldest living languages in the world dating back to thousands of years and is spoken by over 70 million people worldwide. TCSM is excited to share our unique language, diverse culture, and delicious food. Everyone can come and experience our classical Bharathanatyam dance and our entertaining folk dances while they enjoy our delectable cuisine, also take a trip to our much praised cultural display and learn how to write their name in Tamil. Pavilion Management Committee is responsible in planning and reporting to the Board of Directors for approval before execution.

**Pavilion Coordinator:** The Board of Directors may appoint a suitable person from TCSM members.

## Pavilion Management Committee

President –TCSM Chair

Coordinator –Vice Chair

Assistant Secretary of the Society may act as a Secretary of this committee

Any two members of TCSM may be appointed to this committee by Board of directors. Pavilion Management committee recommends Chairs for different task to the Board of Directors for appointment. Each Chair may have a committee of at least three members to plan their activities and report to the Pavilion Management committee. Pavilion Management committee prepares work schedules for the operation of the Pavilion. TCSM offers free admission, meals, volunteer appreciation certificate and appreciation dinner for our volunteers during the Tamil Pavilion (Folklorama) event.

## Planning for an event

Board of Directors appoint a sub-committee for each event with clear mandate.

Board also appoint a Chair from the board to this Committee with minimum two other members. The sub-committees plan the event and reports back to Board of Directors for approval. If any member of the TCSM likes to serve in the sub-committee they can inform the Board of Directors about their interest.

When planning the event, the sub-committees consider the following items.

**Budget:** How much was approved for the event?

**Volunteers:** How many volunteers needed? What are the duties?

(Cooking, Cleaning, Admission, Setting-up the hall)

**Entrance/Food Cost:** How to minimize the cost of the entrance /food tickets?

(TSCM cannot subsidise the food cost)

**Evaluation:** Evaluation is important for improvement.

How to evaluate our activities after every function?

### **Cultural Program Evaluation**

**Purpose:** The purpose of this evaluation is to provide positive feedback.

All of our participants have spent countless hours learning, practicing and are doing their best. It is not a place to bring them down or point out all their weaknesses. We collectively as a group can provide them with some constructive feedbacks to help them become even better performers. Our audience look for good programs for their entertainment and programs standards are important for our success. **Solicit for volunteers and Cultural Programs:**

Inform the members that TCSM is looking for volunteers (type of work) and cultural programs (inform the evaluation criteria.)



# Sample Evaluation for an Event

**SCORE: Minimum (poor) 0    Maximum (No need for improvement) 10**

	<b>Decorations</b>	
Kolam, Kumbam-Niraikudam		
Cultural hall area Set-up		
Stage		
	<b>Other</b>	
Sound system		
Stage light		
Timing of the event		
	<b>Food</b>	
Serving -Service		
Presentation		
Health- oily, salty etc.		
Taste- too hot or less taste		
Overall food & Price		
Drinking Water		
Tea/Coffee		
	<b>Cultural Show</b>	
Master of Ceremonies		
Tamil Thai Vazhthu/National Anthem		
Cultural program 01		
Cultural program 02		

## Sample Programs Evaluation Form

Title of the Program: \_\_\_\_\_

Choreographer: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Age group of the Participants: \_\_\_\_\_

SCORE: Minimum (poor) **0** Maximum (No need for improvement) **10**

Criteria		Maximum Score
Time	Follow the maximum time limit /avoided delays	
Introduction	Clarity of concept Clarity of language/Satisfactory explanation Identified the relevance to Tamil culture	
Dresses &Costumes	Colourful Depicts the Tamil Culture Attractively worn	
Background Music	Quality recording Appropriate concept Clarity	
Participants	Enthusiasm Expression Self-coordination Knowledge Fluidity Appearance Eye contact with audience Wears a smile Level of practice	
COMMENTS		
Recommendations		

Final Evaluation: Good \_\_\_\_\_

Good need minor modification, Specify \_\_\_\_\_

Requires major improvement \_\_\_\_\_

# Estimated Operating Budget 2015-2016

Membership	600.00
Grant	3500.00
Canada day	250.00
Picnic	350.00
Deepavali	1000.00
Christmas	1000.00
Tamil School	500.00
Thai Pongal	1000.00
Donations	
Other	
<b>Total Revenue</b>	8200.00
Revenue from Tamil Pavilion	17500.00
<b>Expenses:</b>	
Stationary, Printing and Postage	1000.00
Mail box	200.00
Bank charges	100.00
Meeting related Expenses	500.00
Other Expenses	500.00
Canada day	350.00
Picnic	350.00
Deepavali	1300.00
Christmas	1300.00
Tamil School	1500.00
Thai Pongal	1300.00
<b>Total Expenses</b>	\$7900.00
Tamil Pavilion Expenses	17000.00

Revenue over Expenses - Without Tamil Pavilion = \$300.00  
Tamil pavilion Revenue over Expenses = \$500.00

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By: Jay Jeyanthan, President TCSM

2014-2016