



VANGUARDS OF CHARITY TOURNAMENT SERIES

In the name of Charity, Stand Up, My Vanguard

CIRCULAR 02/2015

Date: December 27, 2015

To: All Whom May Be Concerned.

Recruitment of Key Appointment Holders for Vanguard's of Charity

1 Due to the successful organization and execution of Vanguard's of Charity (VOC) 2015, the Organizing Committee of VOC 2015 has decided to form a core team in an Executive Committee (EXCO). The need for such a core team to be formed is further fueled by the strong positive response we received from the Cardfight! Vanguard (CV) official Facebook page and the event Facebook page, which led to a spurt of request to organize similar tournaments worldwide.

2 The main objective of the EXCO is to assist in the successful organization and execution of VOC tournaments worldwide. Tournaments can be organized by any of the EXCO members, while those overseas are to be organized by VOC Branch Heads in the respective country/state, or anyone whom may be appointed by him/her. All overseas VOC events have to go through the EXCO to use the VOC name. The EXCO has to ensure that the name of VOC is not tarnished in any associated tournament.

3 The EXCO consists of the following Key Appointment Holders (KAH):

- (i) Chairman / Director (Operations)
- (ii) Vice Chairman 1 / Head Judge
- (iii) Vice Chairman 2 / Alternate Head Judge
- (iv) Secretary / Director (Manpower and Sponsorships)
- (v) Treasurer / Director 1 (Finance and Logistics)
- (vi) Auditor / Director 2 (Finance and Logistics)
- (vii) Director (Publicity and Corporate Communications)
- (viii) Overseas Branch Heads with their various KAH

4 Roles and responsibilities of each position will be provided in Appendix A of this circular. Do note that roles and responsibilities may change according to application. New positions may also be created based on application numbers.

5 Anyone can apply for the abovementioned positions. However, it is recommended that those with experience with playing and judging for tournaments fill the Vice Chairman positions.

6 To apply, just send your profile to our email conducting.voc@gmail.com.

7 We would like to wish everyone a Happy & Prosperous 2016.

8 Thank you.

In the name of Charity, Stand Up, My Vanguard!

Best Regards,

<<Signed>>

Lance Quek Choong Meng

Chairman, Executive Committee

Vanguards of Charity Tournament Series

Encl. Appendix A – List of Key Appointment Holders



VANGUARDS OF CHARITY TOURNAMENT SERIES

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This document states the roles and responsibilities of Key Appointment Holders (KAH) for VOC Tournament Series. Note that KAH may change over time as some of us may not be able to commit due to other personal commitments.

Appointment	Description	KAH [Main Clan if Applicable]
Chairman / Director (Operations)	To ensure the smooth conduct of VOC Tournaments. The main person requesting to hold meetings for the planning of the tournaments. During VOC Tournaments, it is customary for the Chairman to tie down loose ends and coordinate the movement of resources with the assistance of the EXCO.	Lance Quek_Choong Meng (Gold Paladin)
Vice Chairman	To assist the Chairman in ensuring the smooth conduct of VOC Tournaments. During VOC Tournaments in Singapore, it is customary for the Vice Chairman to take up the Head Judge (1) / Assistant Head Judge (2) positions.	
Secretary / Director (Manpower and Sponsorships)	The key person behind the keyboard, it is usually the secretary who comes out with the meeting minutes (it is recommended that we rotate note taking between members). The secretary is also the one approaching sponsors and partners, as well as the planning of Movement and Deployment (M&D) the manpower resources based on the Area Management Plan.	
Treasurer / Director 1 (Finance and Logistics)	The treasurer is the one who controls the financial department of the EXCO when planning the VOC Tournaments. All the cash sponsored to the EXCO to conduct the event is to be kept by the treasurer (this is a very stressful job and I suggest we rotate that duty as well). He/she will also be the one planning for the M&D of logistics for the event.	
Auditor / Director 2 (Finance and Logistics)	The auditor is the one checking on the accounts of each event to ensure that all the money goes to the correct place, and also assists the treasurer in carrying out his/her job. He/she is also the collating the various sources of income from the participants (registration fee/silent auction sales). He/she will be the one authorizing the invoice for any sale during VOC Tournaments.	

Founded in 2015 by Lance C. M. Quek, a then retired cardfighter and avid volunteer with charitable organizations in Singapore, the Vanguard of Charity tournament was started as a platform for charitable organizations around the world to raise funds for their operations both locally and overseas. The Executive Committee is working with various sponsors and charitable organizations to conduct more tournaments so that all cardfighters can have fun and do something for society at the same time.

Director (Publicity and Corporate Communications)	An event would not be successful without strong publicity. The Director of (Publicity and Corporate Communications) [Director (P&C)] is the key person behind going through all the publicity material for the event. This includes but is not limited to flyers, banners, posters and promotional videos. He/she will also be the one going through the various requests on the VOC Facebook Page, Email and Website.	
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This list is correct as at December 27, 2015.

Thank you.

Best Regards,

<<Signed>>

Lance Quek Choong Meng

Chairman, Executive Committee

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