

JOB DESCRIPTION

Auroville Council 2024

1. Composition of the team

- The team is composed of 9 members, and a minimum of 4 out of 9 members should be committed full time
- It is important to have a balance of gender as well as different cultures and age groups
- Members should be selected on the basis of their ability to address the various needs of the AVC as described in the following "work area" and "skills requirements" section, the team thus formed should be able to assume the entire responsibility of the mandate

2. Organisation

- It is left to the team to organize itself so as to define the way they want to function and distribute the responsibilities
- Each member is accountable to the whole team, and criteria of efficiency can be defined within the team
- The PWG document ratified by the RA is a guiding document

3. Accountability toward the Residents' Assembly

The AVC and its members are accountable directly to the Residents' Assembly and each member shall:

- Respect the Mother and Sri Aurobindo's vision for Auroville
- Abide by the Foundation Act and Laws of India
- Respect the Mandate given by the Resident Assembly
- Serve Auroville's interest in its present situation and in its future developments
- Respect the principles of the development of the town which have been agreed upon by the RA
- Respect the field of responsibility of other working groups
- Organise regular General Meetings to hear the voices of the community, give updates, respond to questions and communicate openly.

4. General Work area

- Visioning and development of the organisation of Auroville
- Envision an evolving strategy to harvest collective input to enable more inclusive proposals for decision making by the community

- Generation of mandates, policies and guidelines for the approval of the RA, creating and overseeing Subgroups or Task Forces for this and other purposes
- Internal communication, coordinate with residents, information sharing
- Support the effective collaboration among Working Groups and with the residents
- Support to the Residents' Assembly Service (RAS)
- Ensure that the decisions of Residents' Assembly are implemented
- Ensure that Council work records are maintained
- Address general issues that fall outside of the purview of other working groups

5. Skills requirements that need to be available within the team as a whole

- Communication skills
 - Good English & Tamil writing skills
 - Ability to communicate clearly
 - Ability to listen and to harmonize different viewpoints
 - Capacity to write reports and to make official letters
 - Cultural sensitivity
- Organisation skills
 - Ability to work well in a team
 - Good secretarial and managing logistics skills
 - Ability to delegate and coordinate work
 - Ability to facilitate/coordinate subgroups or task forces
 - Ability to hold and follow up on topics
- Knowledge
 - Familiarity with relevant mandates and policies, processes and organizational procedures in Auroville
 - Willingness to study documents and ability to comprehend
 - Willingness to learn new skills as needed
 - Awareness of local customs and culture
- Vision
 - Capacity to envisage, then plan and facilitate how to bring the Charter, the Dream and the ideals of Auroville into reality at a collective and material level

6. Goals

- Strengthen the functioning of the Residents' Assembly and help it fulfil its role as per the Auroville Foundation Act

- Increase the participation in community processes from residents who are otherwise not involved by reaching out into the community
- Achieve transparent coordination and communication between the working groups and Residents' Assembly
- Achieve involvement in the following areas: Auroville planning and development and evolution of organisation,
- Simplify and avoid unnecessary bureaucratization of Auroville organisation
- Create and maintain an up-to-date public repository of all RA mandates, policies and guidelines
- Establish a Conflict Resolution body independent of the Auroville Council
- Update the following mandates and policies if not addressed by other community processes:

Mandate:

Auroville Council, RAS, Conflict Resolution Council, Working Committee, TDC, Funds and Assets Management Committee, BCC, Entry Board, Green Group, Exit group etc

Policies:

PWG documents, RAD policy, Conflict Resolution Policy, Appeal Policy, Housing Policy, Land Board Selection Process, Matrimandir Selection Process etc