

**MMIFF- STATE TEAM**  
**ORGANIZATIONAL**  
**STRUCTURE**



**TO:**  
**HON'BLE GEN. SECRETARY**  
NEW DELHI - INDIA

**PHONE:** +91 - 96436 15158

**EMAIL :** connect@mmiff.in

**STATE:** \_\_\_\_\_

**Dear Sir/Ma'am,**

Following is the list of candidates for our \_\_\_\_\_ (State Name) State Team of the Mentor and Mascot Indian Film Federation. I request you to kindly acknowledge the same for further processing and their joining.

S.No	DESIGNATION	FULL NAME	MOBILE NUMBER
01)	STATE PRESIDENT:	_____	_____
02)	STATE VICE PRESIDENT:	_____	_____
03)	JOINT SECRETARY:	_____	_____
04)	PROJECT HEAD:	_____	_____
05)	CSR ADVISOR:	_____	_____
06)	EXECUTIVE MEMBER (01):	_____	_____
07)	EXECUTIVE MEMBER (02):	_____	_____
08)	EXECUTIVE MEMBER (03):	_____	_____
09)	EXECUTIVE MEMBER (04):	_____	_____
10)	EXECUTIVE MEMBER (05):	_____	_____

SINCERELY,

(State President Signature)

**STATE PRESIDENT:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**APPROVED BY:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(SIGNATURE & STAMP)

# MMIFF- STATE TEAM

## ROLES AND RESPONSIBILITIES

### ROLES AND RESPONSIBILITIES OF STATE TEAM MEMBERS OF MMIFF ARE AS FOLLOWS:

#### 1. State President:

- **Leadership and Governance:** Provide strategic direction and leadership for state-level initiatives.
- **Representation:** Act as the primary representative of the organization in state matters.
- **Coordination:** Facilitate communication between the state team and the national headquarters.
- **Oversight:** Ensure that state projects align with the organization's mission and objectives.
- **Decision-Making:** Oversee major decisions and policy implementations within the state.
- **Executive Body Membership:** Can appoint up to 5 Executive Body Members to support various functions and initiatives.
- **Membership Growth:** Can recruit and manage any number of general members to expand the organization's reach and influence within the state.

#### 2. Vice President:

- **Support Leadership:** Assist the State President in executing duties and step in during their absence.
- **Project Management:** Lead specific projects or initiatives as delegated by the President.
- **Collaboration:** Foster partnerships and collaborations with other organizations and stakeholders.
- **Strategic Planning:** Contribute to developing strategies and plans for state activities.

#### 3. Joint Secretary:

- **Administrative Support:** Provide administrative assistance to the President and Vice President.
- **Documentation:** Manage meeting minutes, correspondence, and official records.
- **Coordination:** Coordinate events, meetings, and activities for the state team.
- **Communication:** Serve as a liaison between different team members and departments.

#### 4. Project Head:

- **Project Planning:** Develop and oversee state projects and initiatives from conception to completion.
- **Budget Management:** Ensure that projects are executed within the allocated budget.
- **Team Leadership:** Lead project teams, assign tasks, and monitor progress.
- **Reporting:** Provide regular updates and reports on project status to the state leadership.

#### 5. CSR Advisor:

- **CSR Strategy:** Develop and implement corporate social responsibility strategies and programs.
- **Community Engagement:** Foster relationships with communities and stakeholders to identify needs and opportunities.
- **Impact Assessment:** Evaluate the impact of CSR initiatives and suggest improvements.
- **Awareness Campaigns:** Organize campaigns and events to raise awareness about CSR activities.

#### 6. Executive Member:

- **Support Functions:** Assist in various functions and activities as needed by the state team.
- **Participation:** Actively participate in meetings, events, and decision-making processes.
- **Task Execution:** Undertake specific tasks or projects assigned by the state leadership.
- **Feedback and Suggestions:** Provide insights and feedback on state activities and initiatives.

This structure ensures effective management and broad engagement across the state, fostering growth and collaboration within the Mentor & Mascot Indian Film Federation.

(State President Signature)