



JPS Steering Committee

October 5, 2022

Colonel Eckhard Stuart (President)
Dr. K. R. Rao (Vice President)
Karl Schoeck (Treasurer &
APS Liaison)
Dr. K. Indira Rao (Secretary)

Subject: Portfolios and Change of Venue

Portfolio Managers

Lokanath Polepalli (Technical Support)
Vijaya Vedala (Web Site & Zoom)
Ugandhar Adari (Corporate Relations)
Jayant Mahajan (Membership)
Shashidhar Surakanti (PR Material)
Ratan Guduru (HTSM Liaison)
Gayatri Meduri (Zoom Membership)

President: Operates JPS and runs the meetings, keeps the membership roster up to date, including the handling of new membership applications.

Vice President: Organizes the program schedule and steps in to run the meeting when the President is unavailable. The Vice President serves as President during the absence of the President from June to October.

Secretary: Keeps minutes of the meetings. The minutes may be brief and standardized to contain only major points (i.e., date, meeting opening time, number of attendees, major discussion points / decisions, meeting closing time).

Treasurer: Maintains the JPS Accounts and Post Office Box and reports the financial status at the society's meetings.

APS Liaison: Serves as Point of Contact for the APS and coordinates with the Treasurer to ensure the society's annual APS membership dues are paid.

Website Manager: Maintains the society's website as the most important tool for JPS to reach out to the public and potentially recruit new members. Sets up Zoom for outstation members.

Technical Support: Sets up and operates the Projector for presentations and during auctions records on the auction items to be viewed by members attending via Zoom.

Corporate Relations: Establishes / Maintains contact with Corporations from the metropolitan Jackson Area to recruit new members.

Membership: In cooperation with Vice President, reaches out to avenues where membership can be increased such as Boy Scouts and Schools etcetera. He also will assist the Treasurer in handling the auctions.

PR Material: Both PR Material Manager and Zoom Manager will develop Flyers and PR material to be posted on the website and handled by the VP.

HTSM Liaison: Serves as the society's representative for all issues concerning the relationship with the HTSM, which has been very cooperative in allowing JPS to hold meetings at their facility since 2021. HTSM Liaison will put JPS Activities on the HTSM bulletin board and make intermittent announcements about JPS at suitable HTSM occasions including "Balvihar".

Zoom Members: Communicates with outstation members to encourage them to participate in meetings via Zoom.

Venue: The new location for JPS meetings from October 15, 2022, will be held at the address and exact location noted here: "103, Winners Circle, Flowood, MS 39032" at "Main Meeting Room".

Projection Facilities will include a large screen available at the main meeting room, the projector and PC to be provided by the JPS VP.

Contact Persons at the venue "Ms. Rachel Hood, Library Circulation Manager, at 601 919-1911" or "David Hume. Library Branch Manager, Flynt Library, Winners Circle Park".