

Ethiopian Day -2008

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To All Ethiopians in DFW,

The MAAEC Board and its dedicated Team are in full gear of operation to celebrate the Ethiopian Day-2008. This special day is very much expected, as it was the case for the last seven years, to enhance the unity of Ethiopians by bringing them together and have them interact in various ways depicting their rich cultural and historical backgrounds.

Emphasis will be given to our youth group this year in all facets of activities we may be engaged in.

WHEN?

August 30 & 31, 2008

In order to achieve our objectives and as per the general consensus of the Executive Committee members' teleconference on June 27th, 2008, we have structured the following committees for all activities along with their respective brief duties and responsibilities.

I. Organizational Structure:

1. Executive Committee

- ***Directs and coordinates all events***
- ***Sets the flow and sequence of programs***
- ***Assigns locations for all events***
- ***Makes sure that appropriate liability insurance has been secured, contract for the event center signed on time and the necessary precautions during operations and closing of events have been in place.***
- ***Determines, admission and vendor registration fee schedules***
- ***Approves programs and expenses proposed by all committees***

2. Service Operations Committee (Vendors and other services)

- ***Publicizes through the media for vendors' services***
- ***Determines Food/drinks vendors as to their numbers, permits, locations***
- ***Determines numbers and locations for philanthropic organizations***
- ***Makes sure that the services to be assigned match our objectives and places we can have for the operations as a whole.***
- ***Recommends, presents vendor fee schedules for approval by Executive Committee and implements accordingly***

- *Provides clear guide lines to be followed by Vendors throughout their operations at the festival*

3. Fund Raising and Financial Services Committee:

- *Obtains the cost of all events from the Executive Committee and searches for sponsorship for each event. Publicizes sponsors for the event/events as soon as they are secured.*
- *Finds and organizes other ways and means of raising funds for the operation*
- *Properly documents all transactions using expense and income procedures as per the BY-law of the MAAEC and deposit the money into the bank account of MAAEC special account.*
- *The MAAEC Accountant and Treasurer have to handle the actual expense and income transactions*
- *Issues and sells admission Tickets as directed by Executive Committee*

4. Entertainment Committee

- *Organizes groups to show musical & cultural shows*
- *Arranges indoor and outdoor sports programs for the youth depending on the availability of spaces and conditions (basket ball, dart game, Bingo, etc.).*
- *Prepares and presents budget proposals for entertainment activities and implements as approved by the Executive Committee*

5. Educational events Committee

- ***Organizes various kinds of educational events, mainly involving the youths, like panel discussions, debating and special guest speakers on crucial issues for the community***
- ***Organizes special talent shows and exhibitions***
- ***Coordinates with professionals on health problems and arrange educational demos and presentations***
- ***Displays a cultural and historical exhibition under the theme “WORSE ENA KIRS” to promote Ethiopian cultural heritage***
- ***Arranges for free medical screening service by inviting County health Department volunteers and Ethiopian Medical professionals***

6. Public Relations and program coordination Committee

- ***Uses all available media to publicize the occasion prior to the D-Day***
- ***Establishes very good public relations within the community.***
- ***Updates the MAAEC web site and use it as one of a publicity venue.***
- ***Directs the occasion throughout the progress of the holiday as per the decision of the Executive committee***
- ***Publishes a program booklet as directed by the EC***
- ***Prepares the list of honorary guests and presents to the Executive Committee***

7. Hospitality Committee (Security, Admissions, Parking, ushering)

- ***Assigns personnel and makes sure that all security measures are taken during the operation.***

- *Properly monitors that all parking is as per the way it should be.*
- *Makes sure that appropriate signs and decorations are in place*
- *Makes sure that Ethiopian and US Flags are properly hoisted and can be viewed from reasonably far locations*
- *Makes sure that proper name tags or badges are made and given to the assigned personnel on time and at the right location*
- *Sets up an observatory team to check all areas of events to take the necessary report or action as soon as anything wrong is noticed.*
- *Makes sure that the cleanness of the area is maintained.*
- *Assigns personnel to take care of transportations, hotel and other related services for guests*
- *Controls all operations of admissions for the day in coordination with the Fund and Accounting services Committee.*
- *Ensures that all guide lines given to Vendors are strictly followed*

8. Appreciation/Recognition Committee:

- *Establishes criteria to select individuals, groups and organizations in the community that contributed extraordinary services and prepares for award or recognitions.*

- *Recommends the type of award and or recognition to be bestowed upon winners to the MAAEC Board and implements the Board's decision.*

II. Assignment of personnel as per the above structure:

1. Executive Committee:

✚ Col. Yonas Liben----	Chairman
✚ Ato Betru G/Egziabehair---	Vice Chairman
✚ W/t Martha Melaku	Vice Chairman
✚ Ato Yilma Feleke	member
✚ Ato Girma Nigussie	member
✚ Capt. Gizaw Gedlu	member
✚ Ato Kidane Alemayehu	member
✚ W/o Berhan Dagnachew	member
✚ Dr. Amha G/Michael	member
✚ Ato Teferawork Assefa	member
✚ Ato kedir Said	member

2. Service Operations (Vendor & Services)

✚ Ato Betru G/Egziabehair	Chairman
✚ W/o Tiruayer Fissiha	member
✚ W/o Misrak Tegegne	member

+ Ato Getachew Tirfie	member
+ Ato Mengistu Mussie	member
+ Ato Hennock Assefa	member

3. Entertainment events Committee:

A. Musical show & Sports events

+ Ato Girma Nigussie--	Chairman
+ Ato Abebaw Nega----	member
+ Ato Zewge Kagnew---	member
+ Dr Amha G/Michael -----	member
+ Ato Sentayehu Badiso--	member

B. Cultural Show

+ Ato Girma Nigussie	Chairman
+ W/T Martha Melaku-----	member
+ W/O Meseret Kebede-----	member
+ W/O Tarik Tefera-----	member
+ Ato Betru G/Egziabhair---	member
+ W/O Salome Mekonnen----	member
+ W/o Beyenech Mekonnen	member

4. Fund Raising and Financial Services Committee:

A. Fund Raising Group

+ Ato Habtie Ayalew ---	Chairman
+ Ato Abebe Negatu----	member
+ W/o Ketsela Terefe----	member
+ Ato Fikremariam Deres--	member
+ Ato AbdulHasen -----	member

B. Financial Services Group

+ Ato Getachew Lema----	Chairman
+ W/O Ayal Kassa-----	member
+ Ato Kedir Said-----	member
+ Ato Shewadeg Wondiche-----	member
+ Pastor Fereon W/Amanuel-----	member

5. Educational events Committee:

+ Ato Yilma Feleke -----	Chairman
+ Ato Yirgalem Gobezie----	member
+ W/o Misrak Tasew -----	member
+ W/o Berhan Dagnachew-----	member
+ Ato Bizuayehu Abeje-----	member

6. Public Relations Committee:

+ Dr. Ameha G/Michael-----	Chairman
+ Ato Yilma Zerihun -----	member

+ W/o Rahael Taddesse-----	<i>member</i>
+ Engineer Fasil Yigzaw-----	<i>member</i>
+ Ato Kidane miskir-----	<i>member</i>
+ Zewge Kagnew-----	<i>member</i>

7. Hospitality Committee:

+ Capt. Gizaw Gedilu-----	<i>Chairman</i>
+ Ato Tefera Megersa-----	<i>member</i>
+ Ato Ephrem W/ Senbet-----	<i>member</i>
+ Ato Fikremariam Deres-----	<i>member</i>
+ Ato Abebe Negatu-----	<i>member</i>
+ Ato Mohamed Hassen (Lencho)---	<i>member</i>
+ Major Esayas Tesfaye-----	<i>member</i>
+ Abdul Hassen -----	<i>member</i>

8. Appreciation Committee:

+ Ato Kidane Alemayehu-----	<i>Chairman</i>
+ Pastor Fereon W/ Amanuel-----	<i>member</i>
+ Pastor Mikru Bekele -----	<i>member</i>
+ Ato Eyoel Nega-----	<i>member</i>
+ Ato Abdulhafis Yousuf-----	<i>member</i>
+ Tewabech Negash-----	<i>member</i>

III. General

- 1. All events or programs have to be approved by the Executive Committee*
- 2. All completed works have to be reported to the chairman of the executive Committee for coordination purposes.*
- 3. All works that need money should be reported in writing to the Financial Services Group for proper documentation and control purposes.*
- 4. All events committees can set up their own sub-committees to facilitate their operations.*
- 5. Full cooperation and coordination of efforts of all committees, subcommittees and involved individuals are of the utmost importance for the success of this project.*

At:



**We need more volunteers!
United, we succeed!**

*Col. Yonas Liben
Executive Committee Chairman*