



ROLE OF MSF NATIONAL LIAISONS

- (i)** To act as a point of information and to promote MSF in their country through presentations to national, regional and local meetings, and through the production of articles for newsletters.
- Circulate bi-monthly MSF eNEWS to all Subud members in your country
 - Whenever possible, arrange for a translation of the eNEWS in your country's language
 - Make presentations about MSF during national congresses and other Subud gatherings in your country, possibly as well to specific groups
 - Arrange a link for the MSF website to your national committee's website
 - From time to time, write articles on MSF in your country's Subud journal or other Subud media
 - Join a listserver of MSF national liaisons with a view to exchange information
 - Act as a resource person to your national committee on behalf of MSF
- (ii)** To facilitate bequests by preparing information sheets on estate tax laws in their countries and to become familiar with the procedures for making bequests to MSF.
- Research estate tax laws in your country
 - Should estate tax laws in your country not allow direct bequests to MSF, engage your national committee to find a solution that could be beneficial to both the Subud organization in your country and MSF, with the possibility of an agreement being reached to allow contributions to MSF to be tax-deductible
 - Prepare an information sheet on estate tax laws in your country
 - Prepare an information sheet on the procedure Subud members should follow to make a bequest to MSF
- (iii)** To be available to consult with individual members considering making a bequest to MSF.

- (iv)** To liaise with enterprises wishing to make contributions to MSF.
- If there are enterprises in your country owned by Subud members, inquire about their readiness to contribute to MSF
 - Research tax laws regarding donations by enterprises to MSF, including the possibility of tax rebates
- (v)** To act as a source of information on project proposals in their own or nearby countries.
- Assist Subud groups or projects wishing to apply for funding to MSF
 - Follow-up on to see how things have progressed with groups/projects having applied to MSF for funding or who have actually received a grant
 - Ensure that the annual reports requested from groups/projects having received funding from MSF are sent to the MSF administrator as requested
- (vi)** To provide feedback to the trustees on members' attitudes towards MSF.
- An annual report is to be sent to MSF describing the activities you have undertaken during the past year in your role as an MSF national liaison, and the difficulties you may have encountered