Mandate and Job-description of Entry Board

According to the Notification issued by the Ministry of Human Resource Development, Govt. of India in March 2019, the Admission Committee AKA the Entry Board shall consist of nine members, at least six of whom have been a resident of Auroville for a minimum period of five years and is composed of residents of different ages and nationalities and that there is a gender balance. The Notification further states that,

The Admission Committee will have the following mandate:

(i) to welcome, register and assist any applicant seeking admission to Auroville;

(ii) to accept or reject an applicant in accordance with these regulations;

(iii) where applicable, to request the Secretary to recommend an appropriate visa for an applicant and his/her descendants or wards;

(iv) to recommend to the Secretary that the name of an applicant may be entered in the register of residents.

A full-fledged Entry Board was constituted in April 2019. Unfortunately, 3 members have resigned due to their personal reasons and we need to replace them. Aspiring members should have a good understanding of what this job requires and have read the Entry Board mandate which is a part of the Entry Policy 2017 posted on Auroville Website or on Auronet

In practice:

Entry Board members take turn - in groups of three - in having in-depth 40-minute individual interviews with the applicants, gauging their suitability, interest, understanding of Auroville’s vision & call, skills, willingness to integrate into the community and speaking a common language. Final decisions are made by consent by the Board after careful review of each case, thereby taking input from the Entry Secretariat and recommendations from the Mentors into consideration. In cases of uncertainty, conflict, or alerted by negative feedback from the community, follow-up investigative clarification interviews are arranged with parties concerned and, when needed, with working groups pertinent to the case, which may lead to an extension or rescindment of the process. After Aurovilian confirmation the Entry Board recommends the name of the person to the Secretary, Auroville Foundation for
registration of her/his name into the Register of Residents (RoR) maintained by their office.

**Commitment:**

4 Avians for ½ time work, 3 for ¾ and at least 2 persons to be available for full time work. Specifically, aspiring members should be able to commit to:

- 2 regular Entry Board meetings a week (2.5-3 hours): Currently these are on Monday and Friday afternoons with prior preparations and follow up.
- 1 regular meeting with Entry Service, every Tuesday morning with 1 or 2 representatives of the Entry Board
- 1 meeting a month as and when necessary: with all Entry Secretariat and all Entry Board. Currently on Tuesday mornings
- 1 EB representative in the Housing Board (every Wednesday morning plus preparation and follow up)
- Being a liaison for a working group, which may require at least one more meeting a week through the internet as well.
- Having time to volunteer to sometimes follow up on issues outside of meetings
- Applicants/newcomer interviews on Wednesday 2.30 to 5.30 pm and Thursday 9.30am to 12.30pm, Thursday afternoon / Friday morning for clarification meeting for emergency cases. These interviews demand a minimum of 2 hours preparation well in advance. This implies by going through the applicant’s folders and correspondence which takes a minimum of 2 hours.
- 1 or 2 members attend the regular SAVI and Yucca programmes as Entry Board representative(s).
- Meeting the Youth who turned +18 and recommend them to Auroville Foundation to register them in RoR.
- At times having meetings with AVCouncil and Working Committee or any other working groups to discuss/decide on specific issues.
- A large number of emails, reports and other communication to be read, drafted and followed up by the members

**Required skills:**

*We specifically need people with the following skills to interface with the administrative entry secretariat:*

- Competency in English to help in writing drafts, reports and letters
- To be flexible in one’s views.
- Organisation skills with attention to detail
Managerial skills to delegate, facilitate and follow up

Ideally all aspiring members should have some of the above skills plus

- A thorough understanding of Auroville’s purpose, processes and organizational structures
- Collaboration with different groups (Housing, FAMC, HRT, Land Board)
- Some understanding of Indian laws pertaining to funds and asset management and about visa regulation
- Integrity (ability to maintain confidentiality and serve the community by transcending one’s personal preferences)

Other desirable skills:

- Ability to listen to and harmonize different viewpoints
- Teamwork
- Sense of humour and patience

Warmly,
The Entry Board
( Charlie, Dheena, Matriprasad, Rama Narayana, Sophie, Veronique J.)