

# SNOWFLOWER SANGHA

## ROLES & RESPONSIBILITIES

Updated: June, 2011

SnowFlower Sangha is a lay practice community in the spirit of Thich Nhat Hanh. In addition to attending Tuesday and Friday meetings for meditation and discussion, we endeavor to engage our mindfulness practice as fully as possible throughout our day. Through the effort to bring mindful and respectful attention both to Sangha and to daily activities, we nurture mindfulness in ourselves and support it in each other.

Sangha is currently structured around the three councils whose individual roles and responsibilities are outlined below.

### **GENERAL RULES OF GOVERNANCE**

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- Each council determines the issues it will take up.
- Each council will fill interim vacancies that occur during the year by seeking and choosing a volunteer to serve out the departing member's term until the next Annual Business Meeting (ABM), which is held in February.
- To allow for input from sangha members, each council will post to the listserv
  1. Its next meeting date
  2. The Agenda for that meeting
  3. The Minutes of that meeting

Any Sangha member who wishes to raise a question or express a concern may do so by contacting a member of the relevant council. (See pages 2, 4, and 5 of this document for names of current Council members.)

### **STEERING COUNCIL (STC) Sangha Administration and Record Keeping**

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**Role: To address issues that have the potential to affect the entire Sangha, including conflict resolution; to attend to legal and budgetary issues; to sponsor the Annual Business Meeting.** Duties include but are not limited to:

- Determining which issues need to be brought to the entire Sangha at the ABM. Should an issue arise which requires prompt action (i.e. sooner than the next ABM), the Council may decide the issue and notify the Sangha via listserv and newsletter until the next ABM.
- Planning the agenda for the ABM and following up on decisions made there. Making the agenda available via the listserv and the website at least 2 weeks prior, clearly designating which items are reports; which are Council recommendations for Sangha review and approval; and which are decisions for Sangha consideration without any recommendation. *Each anticipated all-Sangha decision will be clearly designated.*
- Dealing with legal issues and annual filing responsibilities
- Working with financial and budgetary matters affecting the entire Sangha
- Selecting Sangha officers. (Officers are chosen by members of the STC at the first meeting after the ABM.)
- Resolving conflicts
- Sponsoring the Fall Retreat

## Criteria for Membership

- Commitment to the practice
- Demonstrated commitment to the Sangha
- Commitment to spend sufficient time and be willing to make difficult decisions when necessary
- Ability to attend at least three quarterly meetings a year
- When possible, at least 1/3 of the members should come from those who regularly attend Tuesday meeting and 1/3 from those who regularly attend Friday Meeting.

## Desired Composition - 9 members with staggered three year terms

- 1 from Care Taking Council
- 1 from Schedulers Council
- 1 from Tuesday Sangha
- 1 from Friday Sangha
- 5 open seats

## Volunteers

**1 Year term:** Walt Keough (Schedulers), Carol Rubin (CTC), Karen Reppen

**2 Year term:** Karen Pluim, Chuck Heikkinen

**3 Year term:** Don Katz, David Haskin, Jim Roseberry, Susan Pearsall (Tuesday)

## Officer Responsibilities

**President:** Don Katz

- Creates & distributes agendas for each meeting
- Leads & facilitates each meeting

**Vice President:** Jim Roseberry

- Assumes President's duties in his or her absence
- Becomes next Council President

**Secretary:** Walt Keough

- Takes & distributes Minutes for each meeting
- Keeps records of all Minutes

**Treasurer:** Karen Pluim

- Participates in the Steering Council as a voting member
- Chairs meetings of the finance committee
- Prepares, together with the finance Committee, financial reports and budget proposals for the STC and the ABM
- Receives and deposits weekly donations; maintains file of monthly statements; reconciles checking account
- Pays rent
- Makes payments for budgeted and non-budgeted expenditures
- Receives and deposits money from the Annual Retreat
- Makes payments related to the annual Retreat
- Calls meeting for charitable donations
- Acts as liaison with Friends Meetinghouse
- Trains a successor

The office of Treasurer may be extended for a second 3-year term. When the role of Treasurer is

open, it is made known to the Sangha. Interested parties will submit their names to the STC who will make the selection.

**2010-2011 Officers – Don Katz (President), Jim Roseberry (Vice-President), Walt Keough (Secretary); Karen Pluim (Treasurer)**

## **STAND-ALONE ACTIVITIES RELATED TO THE STEERING COUNCIL**

### ***Finance Committee***

- Advises the Treasurer on financial matters
- Assists the Treasurer in preparing the financial reports and budget proposals.
- Solicits volunteers to collect weekly contributions and deliver them to the Treasurer.

**Volunteers – Pat Arnold, Walt Keough, Micha Namenwirth, Karen Pluim (Treasurer)**

### **State of Wisconsin Non-Corporation Form Submitter Maintains Legal Documents**

- Fills out the required state form annually.

**Volunteer - Mary Michal**

### **Roles & Responsibilities “Keepers”**

- Keep this document up-to-date and posted on the website

**Volunteers - Karuna Namenwirth, , Mary Gallagher**

### **Fall Retreat**

- See Page 7

**Volunteer Coordinators for 2011: David Haskin, Walt Keough**

### **Scholarships**

**Volunteers: Lisa Glueck, Walt Keough, Karuna Namenwirth, Carol Rubin**

## **SCHEDULERS' COUNCIL (SC)**

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**Role: To plan and schedule Tuesday and Friday meetings that support and sustain Sangha and the mindfulness practice of members.** Duties include but are not limited to

- Determining a theme (this can be loose) for the two month cycle
- Finding people to lead the sit and discussion each week, and sending the schedule to the *SnowFlower Sun* editor by the agreed-upon deadline.
- Supporting, offering guidance, discussing topics with leaders
- Providing the leaders during your cycle with the most recent guidelines for leading.

### **Criteria for Membership**

- Experienced mindfulness practitioner of at least two years standing
- Willingness to help the teachings of Thich Nhat Hanh flow through the Sangha
- Experience with and commitment to SnowFlower Sangha
- Willingness to work with and support members who volunteer to lead Sangha

## **Desired Composition - 12 members with staggered 3-year terms.**

- 6 for Friday Each member to schedule a two-month cycle each year.
- 6 for Tuesday Each member to schedule a two-month cycle each year.

### **Volunteers**

#### **Friday**

**1 year term:** Steve Spiro (Mar/Apr), Karuna Namenwirth (May/June)

**2 year term:** Steve Fleck (September/October), Linda Jordan (July/August)

**3 year term:** Jane Peckham (Nov/Dec), Susan O'Leary (Jan/Feb)

#### **Tuesday**

**1 year term:** Maureen Brady (January/February), Mary Michal (Nov/Dec)

**2 year term:** Savitri Tsering (Sept/Oct)

**3 year term:** Walt Keough (July/August), Mary Gallagher (March/April), Cheri Maples (May/June)

### **Responsibilities of Tuesday & Friday Leaders**

- Preparing the evening program as outlined in the Leaders' Responsibilities Documents. These documents can be found both in the Tuesday and Friday bags and on the website.
- All leaders – newer and seasoned practitioners alike - **should read the Leaders' Document** before leading Sangha

### **Volunteers** Varies from week to week

Note: Everyone who attends should be mindful of helping with set-up and clean-up. Members are also asked to support new people by greeting them upon arrival and being available to answer questions after closing.

## **STAND-ALONE ACTIVITIES RELATED TO THE SCHEDULERS' COUNCIL**

### **Materials & Inventory Caretakers**

- Keeps the files with handouts up-to-date
- Ensures that all supplies are accounted for and maintained
- Sees that the Buddha statue is oiled twice yearly

### **Volunteers**

Celeste Robins, Mary Gallagher, Delia Unson, Pam Moran

## **CARETAKING COUNCIL (CTC)**

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**Role: To look after the on-going practice and well-being of Sangha.** Duties include but are not limited to

- Sponsoring & promoting activities that nurture Sangha and its members, such as
  - Integration & mentoring of new members
  - Kalyana Mittha groups
- Encouraging Sangha members to suggest and plan other practice-related activities

### **Criteria for Membership**

- Mindfulness practitioner
- Commitment to Thich Nhat Hanh's teachings

- Experience with and commitment to SnowFlower Sangha
- Commitment to attend regularly Tuesday and/or Friday night Sangha meetings

**Desired Composition- 6 members with staggered three year terms.**

- 1 from Tuesday night
- 1 from Friday night
- 4 open seats consisting of both newer and older members of Sangha

**Volunteers**

**1 year term:** Celeste Robins

**2 year term:** Steve Fleck, Don Katz

**3 year term:** Michelle Bowman, Rachel Murray, Tom Loomis

**STAND-ALONE ACTIVITIES RELATED TO THE CARE TAKING COUNCIL**

**Music Coordinator:**

- Directs Vox Ephemera for special nights and at retreats
- Makes copies of music for retreats and sits

**Volunteer -** Jane Peckham

**Librarians**

- Maintain library collection & ensure good condition of books
- Solicit book returns, as needed

**Volunteers**

Tuesday: Bonnie Schmidt

Friday: Jane Peckham and Pam Moran

**“Care Group”**

- Proactive approach to serve with equanimity Sangha members in need of support in times of illness, death in the family, etc.

**Volunteer Contact -** Jane Peckham

**Mentoring:**

- See details of Mentoring program and Kalyana Mitta program on the website.

**Coordinators:** Susan Pearsall, Jane Peckham

**Volunteers -** Maureen Brady, David Haskin, Don Katz, Mary Michal, Karuna Namenwirth, Susan O’Leary, Celeste Robins, Steven Spiro

**COMMUNICATIONS**

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**Newsletter Editor & Staff**

- Solicit schedules for Calendar from Tues & Fri schedulers
- Solicit announcements and articles, including half-days of mindfulness, social events, etc.

**Volunteers:** Erin Hanusa (Editor), Karuna Namenwirth

**SnowFlower Listings on Internet**

**Volunteer:** Jane Peckham

## **Website Maintenance**

### **Webmaster**

- Ensures payment for domain registration and website hosting
- Adds Newsletter and other notices/info to the website
- Improves functionality of website
- Makes site accessible to multiple webmasters if more volunteers step forward

**Webmaster: Don Katz; Sue Hessel**

### **Website Content**

- Keeps documents current
- Adds appropriate Sangha related texts (such as the Mindfulness Trainings)
- Communicates with the Webmaster through the Liaison

**Volunteer: Mary Gallagher**

### **Email Group Manager (snowflower@yahoo.com)**

- Provides general maintenance of yahoo groups memberships, including response to viruses
- Adds & removes participants, as requested
- Changes addresses, as requested

**Volunteer: David Haskin**

### **Member Database Coordinator**

- Maintains address / phone/ email list
- Adds & removes names, as requested
- Makes changes to addresses, phone-numbers, and e-mails as requested
- Updates list yearly

**Volunteer: Mary Gallagher**

## **SANGHA PROJECTS**

### **LOVE & UNDERSTANDING**

- Coordinated directly with Sister Chan Khong and the monastics

**Criteria for membership: commitment to this program, willingness and ability to help out**

**Volunteers:** Chuck Heikkinen, Linda Jordan, Mary Michal, Susan O'Leary, Jim Roseberry, Delia Unson

### **“COMING HOME”**

- "Coming Home" promotes and supports engaged Buddhism through projects involving incarcerated and previously incarcerated individuals.

**Criteria for membership: commitment to this program, willingness and ability to help out, complete training**

**Coordinating Council:** Kate Edwards, Steve Fleck, , Cheri Maples, Carol Rubin

## **LOCAL SANGHA ACTIVITIES**

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### **Half-Days of Mindfulness**

**Volunteers:** Karuna Namenwirth (oversees scheduling April-Oct)

### **Social Events**

- American Player's Theatre: Efrat Livny
- Holiday dinner: Susan O'Leary & Jim Roseberry, Karen Foxgrover
- Girlfriends Gathering: Susan Spiro
- Sangha of the Silver Spokes: Bike rides on country roads. Contact Jane Peckham
- Other Social Events: Susan Spiro, Karen Foxgrover and any other inspired friend

## **REGIONAL SANGHA ACTIVITIES**

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### **October Retreat**

#### **2011 Volunteers**

Coordinators: David Haskin; Walt Keough

Registrar: Celeste Robins