

SNOWFLOWER SANGHA ROLES & RESPONSIBILITIES

Updated: February, 2017

SnowFlower Sangha is a lay practice community in the spirit of Thich Nhat Hanh. In addition to offering four weekly meetings for meditation and discussion, we endeavor to engage our mindfulness practice as fully as possible throughout our day. By making 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 hub of the Steering Council (STC) and the numerous committees which emanate from it. The individual roles and responsibilities of the STC and its spokes are outlined below.

Community decision-making is the responsibility of the STC. When making major decisions such as changes to the decision-making structure itself; the methods of choosing STC members; large modifications of the budget; significant alterations to the Articles or Bylaws, the STC will in every instance first make the proposed change known to the members of the Sangha and provide a means to receive feedback. At least 70% of the STC members must be present at a meeting for decisions to be made. Absentee voting is permitted and counts towards quorum. All STC meetings are open to any member of the Sangha; however only STC members may vote.

To allow for input from Sangha members, the STC (as well as any relevant committee) will, at least 48 hours prior to the meeting day, post to the listserv:

- Its next meeting date and location
- The Agenda for that meeting
- The Minutes of the previous meeting.

Any Sangha member who wishes to raise a question or express a concern may do so by contacting a member of the STC or pertinent committee. (See page 2 for list of current members.)

STEERING COUNCIL

Role:

- To address issues and make decisions that have the potential to affect the entire Sangha, including conflict resolution
- To attend to legal and budgetary issues
- To sponsor the Annual Meeting (AM).

Duties include but are not limited to:

- Determining which issues need to be brought to the entire Sangha at the AM.
- Should an issue arise which requires prompt action (i.e. sooner than the next AM), the Council may decide the issue and notify the Sangha via listserv and newsletter until the next AM.
- Planning the agenda for the AM and following up on decisions made there. Making the agenda available via the listserv and the website at least 2 weeks prior.
- Dealing with legal issues and annual filing responsibilities
- Working with financial and budgetary matters affecting the entire Sangha
- Allocating charitable donations, if any, at a regular Steering Council meeting
- Selecting Sangha officers. Officers are chosen by members of the STC at the first meeting after the AM.
- Resolving conflicts
- Sponsoring the Fall Retreat and the Spring Day of Mindfulness

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
- Members of the Steering Council are expected to regularly attend one or more of the weekly Sangha meetings, and at least periodically participate in these.

Desired Composition

The desired composition is 9-11 members with staggered three year terms, plus the Treasurer. Each three-year term shall last until the first STC meeting following the AM. New members will always have three-year terms. A member who is replacing a member who did not complete his or her term remains in office only until the end of the term of the person they are replacing. They may then seek to have a full three-year term in the same manner as other current STC members. A current member is entitled to seek to continue for another term, but only if the continuing members choose that they do so. If an STC member resigns or is removed, the remaining members shall choose a replacement. Sangha members who wish to be considered for membership on the STC must make their interest known to the Sangha via the listserv by the date of the AM or earlier.

Volunteers

1 Year term: Tom Loomis, Rosebud Sparer

2 Year term: Amy Krohn, Cheri Maples, Karuna Namenwirth

3 Year term: Finn Enke, Tod Highsmith, Walt Keough, Steven Spiro

Treasurer: Gloria Green

Selection of Officers

The STC will choose the President, Vice-President, and Secretary from among their own members. The Treasurer, however, is chosen by the STC from among the full Sangha. Once chosen, the Treasurer becomes an STC member. At least one week prior to the STC meeting at which officers are selected (the first STC meeting following the AM) any member of the STC who is willing to serve as an officer shall notify the other members of his/her availability. All officers, other than the Treasurer, will serve for one year. The Treasurer shall remain in office until removed by the STC or until he or she resigns. Any officer may serve for subsequent years, if they state their interest and if the STC votes to have them continue. The President must have served on the STC for at least one full year before being chosen as President.

Officer Responsibilities

President

- Leads and facilitates each STC meeting and the AM
- Forms the Agenda (with input from any Sangha member) and sends it out to the full Sangha in advance of each meeting.

Vice President

- Assumes President's duties in his or her absence

Secretary

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

Treasurer

- 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 AM

- 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 Retreats
- Makes payments related to Retreats
- Trains a successor
- When the role of Treasurer is open, it is made known to the Sangha. Interested parties will submit their names to the STC which will make the selection.

2017-2018 Officers – Cheri Maples (President), Rosebud Sparer (Vice-President), Tom Loomis (Secretary), Gloria Green (Treasurer)

COMMITTEES

The STC shall create and empower as many committees as it feels are useful and beneficial. The STC can at any time modify the structure or purpose of any given committee, or, unless otherwise indicated in the Bylaws, end the functions of a committee. Members of each committee shall be approved by the STC. The STC will always give serious weight to the advice of current committee members about whether to appoint an individual to a given committee. Every member of every committee must be a member of the Sangha. Committees shall keep the STC informed of their activities.

Finance Committee: There shall always be a finance committee.

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

Volunteers – Pat Arnold, Walt Keough, Micha Namenwirth, Janet Zimmerman

Schedulers' Committee : There shall always be a schedulers' committee

Role: To plan and schedule meetings that support and sustain mindfulness practice of members. Sunday and Wednesday Sanghas schedule their own programming.

Duties include but are not limited to

- Determining a theme (if desired) for the two month cycle
- Finding people to lead the sit and discussion each week, and sending the schedule to the SnowFlower Sun editors and the webmaster by the agreed-upon deadline.
- Supporting, offering guidance, discussing topics with newer leaders
- Providing the leaders during your cycle with the most recent Guidelines for Leaders.

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 leaders, and have led Sangha themselves

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

Volunteers

1 year term: David Haskin (F: Mar/Apr), Walt Keough (T,F: Jan/Feb), Mary Michael (T: Mar/Apr), Rosebud Sparer (T,F: Nov/Dec)

2 year term: Lisa Glueck (T: July Aug), Steven Spiro (T,F: Sept/Oct), Karuna Namenwirth (T, F: May/June), Susan O'Leary (F: July/Aug),

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.

SANGHA SUPPORT AND ADMINISTRATION

Wisconsin Nonstock Corporation Annual Report Submitter

- Maintains Legal Documents
- Fills out the required state form annually.

Volunteer – Rosebud Sparer

Meetinghouse Liaison

Volunteer: Steven Spiro, Gloria Green

Roles & Responsibilities “Keepers”

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

Volunteers – Mary Gallagher, Karuna Namenwirth

Website Maintenance

- Ensures payment for domain registration and website hosting
- Improves functionality of website
- Makes site accessible to multiple webmasters if more volunteers step forward

Webmasters:

Website Advisor – Curt Pawlisch

Managing Editor – Gloria Green

Assistant Editors – Karen Reppen, Karen Ecklund

Technical Support – Zach Smith

Photos – Paul Thoresen

Calendar – Ann Varda

Questions@snowflower.org – David Haskin

Email Group Manager (snowflower@yahoogroups.com)

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

Volunteer: Ann Varda

Member Database Coordinator

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

Volunteer: Mary Gallagher

NURTURING SANGHA

Scholarships

Coordinator: Margot Kennard

Materials & Inventory Caretakers

- Keeps the files with handouts up-to-date (Cycle Scheduler)
- Ensures that all altar supplies are accounted for and maintained (Celeste Robins)
- Sees that the Buddha statue is oiled twice yearly (Joerg Kaercher)

Education:

- Encourages, supports and implements SnowFlower-sponsored dharma classes, courses, workshops, day-long trainings, and retreats.
- Assists in scheduling, publicizing, financing and coordinating such events.

Contact: Steven Spiro

Mentoring

Coordinator of Mentors: Karuna Namenwirth

Volunteers - Lisa Glueck, David Haskin, Don Katz, Karuna Namenwirth, Susan O'Leary, Celeste Robins, Jim Roseberry, Steven Spiro

Coordinator of Kalyana Mitta:

Volunteer: Susan Pearsall

Newsletter Editor & Staff

- Solicit schedules for Calendar from schedulers. Solicit announcements and articles. Print newsletter as needed.

Volunteers: Suzanne Sweetnam, Karuna Namenwirth, Sherrie Lien

Music Coordinator:

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

Volunteer: Jane Peckham

Librarian:

- Maintains library collection & ensures good condition of books
- Solicits book returns, as needed

Volunteer: Pam Moran

SANGHA RETREATS, PROJECTS, AFFILIATIONS, SOCIAL EVENTS

“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

Coordinator: Carol Rubin

MOSES

An inter-faith organization of 15-Madison area faith communities working to alleviate suffering through its 11x15 Campaign. The groups seek funding to offer mental health and substance abuse treatment rather than sending people to prison without addressing the underlying problems.

Liaison: Carol Rubin

Social Events

Winter Potluck: Susan O’Leary & Jim Roseberry

Sangha of the Silver Spokes: Bike rides on country roads. Contact Jane Peckham

Spring Retreat

Coordinators: Walt Keough, Bonnie Trudell, Tom Loomis

Registrar: Celeste Robbins

October Retreat

Coordinators: Walt Keough, Tom Loomis

Registrar: Celeste Robbins