

Position Title: Chair of the Governing Council

Duties and Responsibilities

- In collaboration with the Center Director, ensures the effective functioning of the Governing Council.
 - Attends and facilitates Governing Council (GC) meetings, keeping the GC centered on the agenda.
 - In collaboration with the Center Director and the other GC members, sets the agenda for GC meetings.
 - Focuses the GC to cover governance, leadership, and policy, maintaining the Center-wide view; while the staff and volunteers manage the day-to-day operations.
 - Makes certain that complete, understandable information is available on a timely basis for decisions to be made by the GC.
 - In collaboration with the Center Director, guides the GC through long-term strategic and financial planning and annual planning and budgeting.
 - Directs the GC to develop all necessary policies for the Center, including financial, personnel, conflict of interest, grievance, and others, prioritizing those needed most urgently and researching already existing policies in the center of the Mandala.
- Supervises the Center Director. Meets regularly with the Center Director to review progress on annual workplan, to direct, to guide, and to support the Center Director. Conducts annual performance evaluations, after consulting with the GC, and a six-month performance evaluation in the first year of the Center Director's employment.
- Mentors the Vice Chair in how to chair the GC, seeking support from the Vice Chair in creating ad hoc committees.
- Acts as alternative spokesperson to the Center Director for the Center.
- Periodically consults with GC members and helps them assess their role and performance as GC members.
- Ensures the training of GC members through an annual retreat and other appropriate means.
- Welcomes and orients new GC members.

Knowledge, Experience, Background Required or Desired

- Vajrayana practitioner strongly desired
- Previous similar leadership and facilitation experience strongly desired.
- Knowledge of the Center's programs and functioning.

Time Commitment

Monthly GC meetings, plus an additional 8 hours of behind the scenes work per meeting.

An additional 4-5 hours per month in meeting with the Center Director.

Attends Shambhala Congress sessions.

Skills and Abilities Required or Desired

Possess good judgment

Has facilitating skills

Has good interpersonal skills

Term

Three years, plus one optional, but desirable, additional year after the conclusion of her/his term as advisor

How Selected

By nominations from the Center members, the Governance/Finance Committee, and the current Council, and selection by the current Council.