

## **Position Title: Vice Chair of the Governing Council**

### **Duties and Responsibilities**

In the absence of the Governing Council (GC) Chair,

- Facilitates the GC meeting, keeping the GC centered on the agenda.
- In collaboration with the Center Director and the other GC members, sets the agenda for GCI meeting.
- 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.
- Acts as the Chair for immediate, short-term GC business, in the absence of the Chair.
- Shadows the Chair from time to time, with the Chair's permission, to learn the role of chairing the Council. In particular, toward the end of the Chair's term, shadows the Chair to learn supervision of the Center Director.
- Acts as alternative spokesperson for the Center, at the request of the Chair.
- Recruits and oversees ad hoc committees and task forces, as these ad hoc entities are required by the request of the GC. May chair these ad hoc entities and will represent them to the GC.

### **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 Governing Council meetings, plus additional time shadowing the Chair, and working with ad hoc entities. Someone who would, conceivably, have the time to Chair the GC at the end of his/her term as Vice Chair, and will be understood to be one of the future nominees for Chair.

### **Skills and Abilities Required or Desired**

Posses good judgment.

Has facilitating skills.

Has good interpersonal skills.

### **Term**

Three years

### **How Selected**

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