

## Sangha Council Guidelines

### Jewel Heart Mission Statement

***Gehlek Rimpoche's Jewel Heart is an educational and cultural institute whose doors are open to all. Its purpose is to transmit the essence of Tibetan Buddhism in an authentic and accessible way. Jewel Heart provides guidance and practical methods to anyone interested in spiritual development as well as to those who wish to engage in Buddhist practice.***

In May, 2004, Rimpoche shared his vision of Jewel Heart's future. Specifically, he indicated that in the next two or three years, he would like to retire from his heavy teaching schedule for Jewel Heart. His vision of Jewel Heart is a network of strong Jewel Heart Chapters operated by local Sangha Councils who receive direction from a strong Jewel Heart Central Office.

Toward that end, Rimpoche requests the following guidelines to be implemented by all Jewel Heart Chapters and Jewel Heart Central for the period from September 1, 2005 through August 31, 2006. During this one year period, we hope to firmly establish local Chapter Sangha Councils and be in a position to begin to address governance and elections issues.

### I. Background

In October, 2003 Rimpoche appointed officers for the Ann Arbor Sangha Council and charged them with re-establishing the concept of "Sangha Council". Rimpoche's idea of a Sangha Council encompasses all individuals who are members or attend activities of the Chapter. Thus, everyone who wants to participate in the Sangha Council is welcome.

Along with this all-inclusive policy is the need for consistency and quality of routine operations, which is important for Jewel Heart's well being. Thus, officers were appointed by Rimpoche and specific tasks such as on-site registration, maintenance of the physical space, care and preparation of meditation room and ritual objects, greeting newcomers, advertising, fundraising, etc. were assigned to individuals or small groups.

Rimpoche has always recognized the uniqueness of each Chapter in terms of membership needs and organizational structure. Nonetheless, Rimpoche would like the same study program, prayers, and publications to be available in each Chapter so that a person could easily move from one Jewel Heart Chapter to another and feel a sense of continuity. The goal is to assure that Jewel Heart programs function well from both a program and administrative perspective. Further, he wishes to build a solid core of people throughout Jewel Heart who have experience in developing Dharma Centers.

Dharma Coordinators for each Chapter were appointed by Rimpoche to work with Central Programming to assure quality of program content and delivery. They will also work with Facilitators and Instructors selected by Rimpoche to present a Chapter curriculum consistent with the two program goals of Jewel Heart: to offer teachings on the complete Buddhist path as taught by Rimpoche and to offer Buddhist-inspired talks for the general public.

### II. Where we are today: September, 2005

Over the last two years, Rimpoche has appointed a Sangha Council Executive Committee with Dharma Coordinators for each Chapter and each Chapter has experienced success and challenges. Developing a team of committed and energetic members for the core Executive Committee at each Chapter has taken time and patience from all. Rimpoche's gentle guidance during these growing years has resulted in more individuals taking on more responsibilities and real growth in both the number of programs offered by Chapters and the number of persons attending programs at Chapters and retreats.

To date, we have only begun to swim in the deep-end of the pool of well-operating Chapters. Rimpoché has appointed officers for a two-year period and he continues to govern the activities of all Jewel Heart programs. He sees the wisdom of gradually dealing with the issues of elections and self-governance. We are moving toward a more democratic form of governance for our Chapters but we are not there yet.

Rimpoché, as Founder and President of Jewel Heart Corp. is responsible for supervising the affairs of Jewel Heart including

- Hiring and directing staff to carry out the purposes of Jewel Heart
- Recognizing Chapters
- Appointing Sangha Council Executive Committees which include
  - President
  - Associate President(s)
  - Secretary(s)
  - Associate Secretary(s)
  - Treasurer(s)
  - Associate Treasurer(s)
  - Dharma Coordinators
- Appointing all Instructors and Facilitators
- Approving all Programs for all Jewel Heart Chapters
- Overseeing JHC and Chapter operations according to the bylaws and in conjunction with the Jewel Heart Board of Directors

Currently, there is no necessity for development of by-laws by the Chapters since all of their duties are by delegation from Rimpoché.

Practically speaking, there is a need for operational rules in order for Chapters to conduct business both within the Chapter and with Jewel Heart Central. There is also need for clear definition of each Sangha Council Executive Committee role.

### III. General Definitions and Descriptions

1. A Jewel Heart Chapter is composed of a group of students of Gehlek Rimpoché who reside in a particular location and have asked Rimpoché to recognize them as a Jewel Heart Chapter. The geographic location may be identified as a city, village, township(s), county(s), state(s), or divisions thereof. To date, Rimpoché has identified the following Chapters: Ann Arbor, Chicago, Cleveland, Nebraska, and New York.
  - Many students are not attached to any Chapter and we are considering an At-Large-Chapter designation and organization for those individuals.
2. Sangha Council (SC) is comprised of any individuals who attend or have attended classes and activities at the local Jewel Heart Chapter, regardless of financial contribution, and chooses to participate in Sangha Council activities.
  - The purpose of the SC is
    - To serve the Jewel Heart community and provide an avenue for volunteer participation
    - To support Jewel Heart Programs and Events
      - a. At the Chapter level
      - b. Jewel Heart Central (JHC) may call upon Chapter support for Jewel Heart centrally run events such as retreats, etc.
    - To serve as a two way information conduit for:
      - a. Jewel Heart activities and
      - b. Member needs, such as transportation, housing, support members in time of illness or personal need, etc.
    - To provide a supportive community for members and their families
    - To identify volunteer position needs
    - To create a volunteer pool

- To conduct fundraising events
  - To generate social events
3. Sangha Council Executive Committee (SCEC) is comprised of individuals appointed by Gehlek Rinpoche to carry out program and routine functions of the local Chapter and work with JHC.
  4. The Sangha Council Executive Committee (SCEC) consists of:
    - President and Associate President(s)
    - Secretary(s) and Associate Secretary(s)
    - Treasurer(s) and Associate Treasurer(s)
    - Dharma Coordinators
  5. Sangha Council Chairpersons (SCC) include those individuals reporting to the President and working with the SCEC in the following capacities:
    - Advertising/Publicity
    - IT Support
    - Database
    - Volunteer Coordination
    - Registration
    - Sacred Space
    - Hospitality
    - Facility Management
    - Special Events
    - Fundraising
    - Newsletter (if applicable)
    - Other Categories as necessary.
  6. Advisors will be individuals appointed by Rinpoche who have past experience as chapter coordinators and such.
  7. Suggestions, Issues, Comments, Feedback, and Opinions from Sangha will be registered through the following method:
    - Any Sangha member may offer comments and suggestions in either written/hard copy form collected by the centers or by email to the President via the Chapter email address.
    - Each SCEC meeting will include time for review and discussion of all correspondence received which will be recorded within the minutes posted on the website
  8. The Jewel Heart Website will now include the following: the Sangha Council Guidelines, the SCEC local positions/names, the chapter contact email address, and local SCEC minutes.

#### IV. Sangha Council Executive Committee (SCEC) General Points

- Decision Making – Decisions will be made on a consensus basis with each SCEC member holding an equal vote. If no consensus is reached, the President will break a tie.
- The President has the responsibility to evaluate progress of projects and is authorized to take necessary measures including replacing people if the project is not getting done.
  1. Changing a Chairperson must be approved by Rinpoche
  2. The President will notify Rinpoche of need to change Chairperson and may suggest names to Rinpoche. Rinpoche selects/approves replacements and makes new appointments.

## V. Sangha Council Executive Committee (SCEC) Duties:

- President
  - Main purpose is to keep the SCEC focused on the SC objectives.
  - Responsible to call and conduct all meetings of the SCEC on a regular schedule to conduct the business of the Chapter
  - Call meeting at least once per quarter of all SCEC members
  - Report to JHC for administrative matters
  - If the Secretary or Associate Secretary is not present at a SCEC meeting, an acting secretary will be identified by the President for the purpose of taking and circulating the minutes, etc according to the Secretary job description
  - Responsible to call at least one all inclusive SC meeting each calendar year
  - Collect agenda points and present agenda
  - Communicate, along with the Associate President(s), with other SCEC members and SCC to assure that all areas are covered and problems identified for discussion at SCEC meetings
  - Responsible for Chapter Suggestion Box:
    1. Ensure suggestion box is easily accessible to Sangha members at the local Chapter center/meeting space during all programs and meetings
    2. Collect suggestion box letters from Chapter email address and local Chapter center/meeting space and include in SCEC meeting agenda
  - Ensure, in conjunction with the Dharma Coordinators, that resources are available to support the classes, workshops, and other Dharma-related activities
  - Maintain thank you policy for volunteers
  - Ensure the Chapter Page on the website is current/up-to-date
  - All Chairpersons report to the President
  - Report to the Jewel Heart Board of Directors yearly and/or as requested
- Associate President(s)
  - Responsible, with the President, to assure the general operation of the Chapter
  - Provide support to the President in carrying out her or his duties
  - Carry out specific duties as agreed between President and other Associate President
  - Assumes all functions of the President during her or his absence
- Secretary(s)/Associate Secretary(s)
  - Responsible to produce and retain minutes of each SCEC meeting
  - If the Secretary or Associate Secretary is not present at a SCEC meeting, an acting secretary will be identified by the President for the purpose of taking and circulating the minutes as listed below
  - Circulate the minutes of each SCEC meeting to the SCEC within 7 days for approval
  - Send approved minutes to SCEC and SCC with copies to JHC, Jewel Heart Webmaster (for posting), and Advisors within 2 weeks
  - Is to be copied on all correspondence from SCEC members and SCC to Sangha members, other Sanghas, and JHC

- Treasurer(s) and Associate Treasurer(s)
  - Responsible to work with the SCEC and SCC in developing a Chapter Budget to be submitted to JHC
  - Responsible to report the cost and revenue to the SCEC for membership, classes, and special events
  - Responsible to maintain and report funds retained at the local Chapter and report monthly to JHC the detail of all bank accounts and petty cash in the possession of the Chapter
  - Responsible to collect all donations and class fees collected at the local level from the registrar
  
- Dharma Coordinators:
  - Schedule and plan events for Rimpoche, guest speakers, general classes, Vajrayana and other study group
  - Schedule occasional meetings with Instructors/Facilitators/Rimpoche to discuss Program development and to get general feedback about courses.
  - Determine curricula in liaison with JHC Programming for general classes
  - Inform SCEC of course schedule
  - Inform SCEC in advance of logistical support needs for programs, courses or events
  - Generate descriptions of events other than Jewel Heart Study Program Courses (to be used for e-mails, Jewel Heart website, flyers, ads, press releases etc.)
  - Keep program information up to date on the website by sending webmaster information in a timely manner.
  - Compose e-mail reminders to the sangha about upcoming programs for dissemination by Database Chair
  - Suggest which Instructors/Facilitators will teach courses to Rimpoche via JHC Programming
  - Suggest new people to become Instructors/Facilitators to Rimpoche
  - Review proposals for classes other than Study Program Courses with Rimpoche through JHC Programming
  - Support Instructors/Facilitators with questions and concerns
  - Make arrangements in liaison with Chairperson for guest speakers (airport pick-up, ticket cost, meals, lodging, transportation, fee)
  - Make arrangements in liaison with JHC for Rimpoche's needs for his program
  - Notify registration chairperson of the registration needs for each course
  - Resolve technical issues for courses and programs in advance
  - Support individual students on general Dharma issues
  - Consult with Rimpoche and JHC Programming on general program issues.
  - Plan and schedule tsohs and group Vajrayana practice sessions
  - Organize mantra retreats and support retreatants
  - Attend SCEC meetings
  - Report to JHC Programming
  - At least one Dharma Coordinator should be present at each SCEC meeting

## VI. Chairpersons General Points

- All Chairpersons report to the President
- May be requested to attend SCEC meetings
- Receive copies of SCEC meeting minutes
- Positions may be longstanding or event focused, depending on the Chapter needs
- Responsible for seeing that issues involving their area of responsibility are brought to the attention of the President and Associate President(s) on a timely basis

## VII. Duties of Chairpersons by category

- Advertising/publicity Chairperson(s)
  - Report to President
  - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future Chairpersons and update as needed
  - Coordinate look and content of Jewel Heart promotional materials with JHC
  - Create and produce promotional materials (announcements, ads, flyers, posters, brochures, press releases, etc) to promote Jewel Heart Chapter events, drawing on information provided by Dharma Coordinators and President and Special Events Chairperson(s)
  - Publicize promotional materials to promote Jewel Heart Chapter events (by placing print ads, posting on the local internet sites, sending information to Jewel Heart webmaster for posting on the Jewel Heart website, contacting media, posting flyers, free listings, etc.)
  - Present new ideas to SCEC to increase Jewel Heart presence in the local community – i.e. booths at local spiritual fairs, local web directories, local conferences, local TV access, etc.
- IT Support Chairperson(s):
  - Report to President
  - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
  - Maintain chapter computer and phone systems
  - Standardization of all recording equipment and media will be coordinated with JHC
  - Recording engineers:
    - a. Record, label, send masters to JHC Programming
    - b. Responsible for public address systems and microphones for events
    - c. Anticipate the equipment and supply need
    - d. Maintain inventory of equipment and media
- Database Chairperson(s):
  - Report to President
  - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons

- Keep the membership database rosters up-to-date including name, address, phone numbers, and e-mails and share with JHC for master database input
  - Set up a local email and snail-mail mailing lists for SCEC, SCC and general chapter mailings
  - Send mass emails and mailings to announce local activities
- Volunteer Coordination Chairperson(s):
    - Report to President
    - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
    - Maintain volunteer duty folder/file and update as needed
    - Collect lists of tasks and projects
    - Create volunteer pool by identifying volunteers, skills, and availability
    - Coordinate training by appropriate person(s)
    - Match volunteer with job/project and responsible party
    - Follow up
    - Maintain communication with SCEC and JHC
    - Provide list of volunteers for projects completed to the President for thank-yous
- Registration Chairperson(s):
    - Report to President
    - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
    - Create system of registration with support from JHC until established.
      1. i.e. all credit cards are currently run through the JHC Registrar
    - Rely on standardized registration roster templates and registration forms available from JHC Registrar
    - Send list of the participants and financial reports to JHC one week after event concludes
    - Maintain consistent Jewel Heart study programs fees as set by JHC Programming in accordance with membership policies.
    - Determine fees for other events in coordination with Dharma Coordinators and JHC Programming.
    - Maintain pre-registration and at-door registration for all events.
    - Collect monies with proper account reference of the event and deliver to the treasurer(s)
    - Maintain current member roster for membership category reference at registration.
- Sacred Space Chairperson(s):
    - Report to President
    - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
    - Clean, set up, teardown and maintenance of meeting space(s)
    - Set up and maintain altar
    - Maintain inventory of related supplies and materials

- Hospitality Chairperson(s):
  - Report to President
  - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
  - Greet and engage new visitors
  - Provide written and verbal information about Jewel Heart and programs
  
- Facility Manager Chairperson(s) - if applicable
  - Report to President
  - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
  - Ensure facility in good repair
    1. i.e.: building related maintenance and repairs – plumbing, heating/cooling, lighting, physical structure, locks/alarms, snow removal, etc.
  
- Special Events Chairperson(s)
  - Report to President
  - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
  - Oversee Events
  - Coordinate with related SCC's, Jewel Heart SCEC and JHC
  
- Fundraising Chairperson(s)
  - Report to President
  - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
  - Ensure fundraising activities happen at the Chapter level
  - Present all new fundraising ideas to JHC for approval
  - Collect and develop new fundraising ideas to support both Chapter and JHC
  - Present new fundraising ideas to SCEC for confirmation
  - Develop budget for fundraising events and present to SCEC and JHC
  - JHC is available for support with previously generated materials – i.e., press releases, Rimpoche bios, past budgets, etc.
  - Prepare a Project End Report for SCEC and JHC
  
- Newsletter Chairperson(s) – If Applicable
  - Report to President
  - Provide to the President and Volunteer Coordinator job-specific, detailed write-ups of particular chairperson and volunteer duties to serve as reference documentation for volunteers and future chairpersons
  - Must be posted on the Jewel Heart Website on a regular schedule; may also be in print form.

- Standard contents may include any of the following:
  1. Jewel Heart events, programs, tsoh offering events, retreats; photos of Jewel Heart events; short articles about local programs and events; SC news: volunteer request announcements, SC social events, and SCEC meeting minutes; Jewel Heart Hospice news; Jewel Heart participation in events such as interfaith gatherings, panel discussions and school presentations.

#### VIII. Advisors

- Will be sent the approved SCEC meeting minutes for each meeting and, if desired, advisors may reply to the SCEC with comments
- SCEC may select to approach local Advisors for their comments on issues

#### IX. Moving Forward

- Summary Reports will be due to JHC on September 30, 2006, covering the period September 1, 2005 through August 31, 2006.
  - Format for the summary reports provided by JHC follows as Appendix I
- Summary Reports will be prepared by the SCEC and SCC's and submitted by the President and Associate President of each SCEC.
- Meeting/Conference call with JHC, Rimpoche and all SCEC Presidents will be held in October 2006.
- Proposed 2007 Chapter Budget will be submitted to JHC by June, 2006.

## Appendix I – Summary Report Format

### Summary Report Format

1. List the SCEC positions with corresponding names, addresses, phone numbers, and emails.
2. List the SCC positions with corresponding names, addresses, phone numbers, and emails.
3. List Projects and Programs offered by the Chapter from September 1, 2005 – August 31, 2006
4. Summarize Administrative processes that were employed from September 1, 2005 – August 31, 2006
5. Provide Financial Summary
6. List goals for the coming year
7. Comments and Recommendations
  - a. What worked well
  - b. What needed improvement