



# EAST BAY MEDITATION CENTER

## Leadership Sangha (LSangha) Roles and Responsibilities Implemented at LSangha Meeting March 15, 2017

1. Board/Leadership Sangha members are primarily responsible for stewarding EBMC and setting strategic direction for the organization within the LSangha/staff Shared Leadership model.
2. All LSangha members are guided by the principles of Shared Leadership for the good of the whole to move the work of the organization forward.
3. LSangha members will partner with Development Director to create annual individual Giving and Fundraising Plans with amounts that are meaningful for the individual.
4. LSangha members attend 3 hour meetings six times per year, with additional meetings scheduled as needed, either in-person, on the phone/Skype.
5. LSangha members serve on at least one standing committee. On average there are 1-2 standing committee meetings per month. In addition to standing committees, participation on ad hoc committees is encouraged.
6. LSangha members attend a full day LSangha/Staff shared leadership retreat every year. If the need arises, LSangha may also schedule an LSangha only retreat.
7. The average weekly time commitment for an LSangha member is 5 hours per week.
8. LSangha members commit to being fragrance-free any time they are at the Center or for any LSangha or LSangha-Staff gathering.
9. LSangha members must be responsive within 48 hours to email and phone communications. In the event you'll be offline or have delayed responses (ie not within 48 hours), please notify LSangha and staff about the dates. Connect with all your committees in advance and make sure your responsibilities are covered while you're away.
10. Any LSangha member may take up to four months of consecutive or nonconsecutive leave of absence within a 3 year term. Requests should be submitted in writing to the full LSangha with your expected return date. One of the LSangha Co-Chairs will initiate a conversation for feedback from the rest of the LSangha about the request. You will receive a response within two weeks. As your return date arrives, you are responsible for reaching out to one of the Co-Chairs and/or Secretary for your re-integration.
11. If the above responsibilities have not been met by an individual member for either two consecutive months, or a pattern of lack of engagement has emerged, the Co-Chairs will initiate a conversation with the individual about stepping down. If the individual does not step down and the lack of engagement continues, any LSangha member can initiate a vote on removing the LSangha member.
12. LSangha members serve one 3-year term that is eligible for renewal for a second term. An LSangha member wishing to extend their term can make that request for a full LSangha vote.
13. After serving two consecutive terms, a previous LSangha member must roll off the board for at least one year before being eligible for a new term.