

# **BALTIMORE SHAMBHALA COUNCIL**

## **COUNCIL MEMBER JOB DESCRIPTION**

### **TITLE: SHAMBHALA COUNCIL MEMBER**

#### **Areas of Responsibility/Vision**

The Council is responsible for holding and manifesting the “vision of enlightened society” by cultivating, educating the Shambhala Community with the principles of warriorship as set forth by the Vidyadhara and the Sakyong. □The role is to guide, set an example of warriorship, and teach through administrative duties; it is not so much that of “doer” as it is of leadership.

As the “leadership team” the Council promotes, encourages and supports the activities of the Gates, the Lodge, Kasung, the Baltimore Retreat, and all other functions of the Shambhala Center. The Shambhala Council develops the Center’s long range plan and the team members execute the short-term and intermediate operating strategies of the plan.

#### **Specific Duties**

- 1) Inspire an optimal environment for participation and consensual decision-making within the community; and be the final arbiter. In general the management/leadership style of the Council is collaborative, cooperative and team-oriented
- 2) Develop and follow an agreed upon process for how Council meetings will be run.
- 3) Ensure the cooperation, coordination and integration among the three gates. Facilitate smooth scheduling and a good mix of practice and study amongst the Gates, and effective coordinated functioning of its departments and committees.
- 4) Be final reference point on financial expenditures of Shambhala Center resources. Assure sound financial status of the Community; and assure that planned annual giving and fundraising efforts are realized within the capacity of the Center.
- 5) Maintain an overview of all legal, real estate, financial, educational, spiritual and social activities of the Center.
- 6) Promote and support Department Heads’ (leadership team) links between the Baltimore Shambhala Center and Halifax; other Shambhala Centers around the country, and other buddhist practice and study centers/communities in the region.
- 7) Cultivate the Center’s visibility in the City through media, public presentations, relating with schools and universities, community agencies, etc.
- 8) Encourage the Sangha’s involvement in the larger Baltimore community.
- 9) Inspire others of the Sangha to take the mantle of leadership according to their capacities & interests.
- 10) Develop effective succession planning processes, and training and development tools to ensure the smooth transition of leadership.

## **SHAMBHALA COUNCIL MEMBERS**

Co-Director/Shambhala Resident Director  
Co-Director/Buddhist Gate Director  
Nalanda Gate Director  
Secretary/Communications Coordinator  
Treasurer  
Rusung  
Practice Coordinator  
Education Coordinator  
Shambhala Training Program Coordinator  
Baltimore Retreat Coordinator  
Membership Support Coordinator  
Publicity Coordinator  
Community Outreach Coordinator  
Environment Coordinator  
Warrior of the Lodge

## **COMMITTEE CHAIRED**

Council, Executive & Shambhala Training Committee  
Council, Executive, & Buddhist Gate Committee  
Nalanda Committee  
Communications Committee  
Finance /Fundraising Committee  
Kasung  
Practice Department & MI Sub-committee  
Education Committee  
Serves on Shambhala Training Executive Comm  
Baltimore Retreat Planning Committee  
Membership Support Committee & sub-committees  
Publicity/Marketing Committee  
Community Outreach Committee  
Environment Committee  
Serves on Shambhala Training Exec Comm

### **Terms of Office:**

The term of office for a council Member will be two years. Elections will take place annually by the Council. Members are nominated and elected by the Council based on skills needed for the job, and serve at the will of the Council. There is no limitation on number of terms served.

## **The EXECUTIVE COMMITTEE of the COUNCIL**

### **Areas of Responsibility/Vision**

The Executive Committee will function as the interim-decision making and problem solving body of the Council. Its focus is interim communication and chaos control. It will make the short-term decisions that cannot await the regular Council meetings on the issues and with the process laid out by the Council as a whole.

The full Shambhala Council will meet every other month, and the Executive Committee will meet on the off month, or as the need arises. All meetings of both the Council and the Executive Committee are open to sangha members.

The Executive Committee will be made up of five members with the focus being on trans-gate functions. They (tentatively) include the Co-Directors, the Secretary, the Education Coordinator, and the Environment Coordinator.

# BALTIMORE SHAMBHALA COUNCIL

## SUMMARY OF COUNCIL TITLES AND JOB DESCRIPTIONS

### **SHAMBHALA GATE DIRECTOR/CENTER CO-DIRECTOR**

#### **Areas of Responsibility:**

Lead and develop all aspects of the Shambhala Training Gate including Heart of Warriorship, Sacred Path of the Warrior, and preparation for the various Assemblies. Develop new Shambhala Training formats and programs. Oversee Shambhala Training fiscal operations. Serve as Co-Director of the Center and the Shambhala Council. Ensure integrated functioning of the three gates with harmony and efficiency. Interface with Shambhala Training International, Shambhala International, and other Shambhala Centers.

### **BUDDHIST GATE DIRECTOR/CENTER CO-DIRECTOR**

#### **Areas of Responsibility:**

This position is chiefly responsible for maintaining the integrity of the Buddhist teachings as set forth by the Vidyadhara and the Sakyong. Assure that educational and practice programs are cultivated and nourished. As Center Co-Director, this person is also responsible for working with the Shambhala Gate Director to oversee the coordination of the Shambhala Council and ensure that the decisions of the Council are implemented. Ensure integrated functioning of the three gates with harmony and efficiency. Interface with Shambhala International and other Shambhala Centers.

### **NALANDA GATE DIRECTOR**

#### **Areas of Responsibility:**

Coordinate the Dharma Art Program including its development as a full third gate. Ensure integrated functioning of the three gates with harmony and efficiency. Interface with Shambhala International and other Shambhala Centers on Dharma Art issues.

### **SECRETARY/COMMUNICATIONS COORDINATOR**

#### **Areas of Responsibility**

Ensure that all the decisions and activities of the Shambhala Council are recorded, preserved and distributed to Council members; oversee the sangha's communication mechanisms. Chair the Communication's Committee which will create and maintain the means for transmitting information within the sangha, including production and distribution of the Council's newsletter and regular calendar of events. Ensure the maintenance of the Center's Web site. Produce an annual written summary report of the Center's accomplishments and submit it to the Council for distribution.

### **TREASURER**

**Areas of Responsibility:** Oversee the financial operations of the Center and ensure sound fiscal record keeping and reporting. Collect dues and fundraise in an inclusive, sensitive way. Develop an annual budget for the operation of the Center for approval by the Shambhala Council and manage the center's fiscal operations. Advise the Council's financial decision making process, providing it with quarterly financial reports, and an annual report to the membership. Work with the Membership Coordinator to track and collect membership dues. Prepare and submit annual state and federal non-profit tax and financial reports. Oversee any capital development fundraising and chair the Finance/Fundraising Committee.

### **RUSUNG**

#### **Areas of Responsibility:**

Implement the vision of the Dorje Kasung in protecting and serving our teachers, the dharma, and our sangha. Guide the Kasung in reflecting the principles of enlightened society as they offer protection. Coordinate and plan the activities of the Baltimore Kasung Squad in providing protection and service for the Buddha, Dharma, and

Sangha (security at the center, and mindfulness during teachings.) Educate civilians about the role of kasung and welcome new members. Nurture kasung both as individuals and as a community of practitioners.

## **EDUCATION COORDINATOR**

### **Areas of Responsibility:**

Coordinate the development and implementation of an annual education curriculum that encompasses hinayana, mahayana, and vajrayana levels of study as well as Shambhala enrichment courses of the Center. Coordinate Buddhist curriculum in cooperation with the Shambhala Gate, Nalanda Gate, and the VKR Retreat curricula toward enriching the vision and path activities of the Center and its members. Oversee the maintenance of the Center's library. Ensure ordering of the necessary texts for both Buddhist and Shambhala courses. Develop and coordinate a teacher training academy for the Center.

## **PRACTICE COORDINATOR**

### **Areas of Responsibility:**

Oversee the activities of the Practice Department. The Practice Department is responsible for the keeping the practice container healthy and uplifted. This includes maintaining the shrine room environments and ongoing practices, coordinating all meditation (MI) and program (PI) instruction in the Center, and facilitating group practice. Work with the Education Coordinator to ensure that members are receiving adequate training in the buddhadharma. Oversees the practice elements of teachers' visits.

## **MEMBERSHIP/COMMUNITY SUPPORT COORDINATOR**

**Areas of Responsibility:** Help to create a Shambhala Center with genuine heart that knows and supports its members and promotes the well-being of its community. Oversee the sangha's recruitment and ongoing support of members, establishing a sangha-wide member database. Work with the Treasurer to develop procedures to track and collect membership dues. Chair the Member Support Committee to plan sensitive member recruitment, provide personal support for members and friends when needed and possible, and plan periodic community social events. Promote the Planned Annual Giving campaign of Shambhala International.

## **BALTIMORE RETREAT COORDINATOR**

### **Areas of Responsibility:**

Oversee the planning and implementation of the annual Baltimore Retreat and ensure that all Retreat activities are working effectively. Ensure that Ven. Khandro Rinpoche is cared for and protected and the program is developed according to her wishes. Create an atmosphere of kindness and efficiency for the best learning and involvement of the participants. Work with Khandro Rinpoche to establish retreat dates and structure and coordinate her visit arrangements. Communicate and coordinate with other VKR tour cities.

## **SHAMBHALA TRAINING COORDINATOR**

### **Areas of Responsibility:**

Recruit and coordinate staffing for all Shambhala levels. See that all levels are staffed adequately. This includes recruiting and training new staff members. Oversee the planning and implementation of the annual Shambhala Training staff calendar.

## **PUBLICITY/MARKETING COORDINATOR**

**Areas of Responsibility:** Coordinate the development and implementation of a public relations approach for communicating the Center's Shambhala vision and activities. Coordinate the Center's placement of program and event announcements in local print and electronic media. Produce flyers and announcements for classes and Center events with the content provided by each activity's coordinator. Publicize the Center's activities at fairs and conferences.

## **ENVIRONMENT COORDINATOR**

### **Areas of Responsibility:**

The environment coordinator is responsible for maintaining all aspects of the physical environment of the Shambhala center, including coordinating the efforts to locate new space, the design and arrangement of the space and the ongoing maintenance of it.

### **COMMUNITY OUTREACH COORDINATOR**

#### **Areas of Responsibility:**

Oversee the sangha's public education effort, establishing an outreach team that can bring the vision of Shambhala to the Baltimore community. Coordinate outreach to the larger Baltimore community including other buddhist centers and non-profit organizations. Help to foster relationships between the Shambhala Center and other organizations in the community.

### **WARRIOR OF THE LODGE**

#### **Areas of Responsibility:**

(TO BE DEVELOPED)

# SHAMBHALA TRAINING RESIDENT DIRECTOR/ CENTER CO-DIRECTOR

## JOB DESCRIPTION

**Title: SHAMBHALA GATE DIRECTOR/CENTER CO-DIRECTOR**

### Areas of Responsibility

Lead and develop all aspects of the Shambhala Training Gate including, Heart of Warriorship, Sacred Path of the Warrior and preparation for the various assemblies. Serve as Co-Director of the Center and the Shambhala Council.

### Specific Duties

#### *Center Co-Director Activities:*

1. Serve as Co-Chair of the Shambhala Council and the Council's Executive Committee.
2. Oversee the overall operations of the Shambhala Center ensuring the community's organizational and financial health.
3. Ensure integrated functioning of the three gates with harmony and efficiency.
4. Interface with Shambhala Training International, Shambhala International, and other Shambhala Centers.
5. With other members of the Council, develop marketing plans, strategies and programs for the Center.
6. Assist the Membership Coordinator in maintaining the mailing list so that outreach will be relevant and appropriate with every gate of the Center.

#### *Shambhala Gate Director Activities:*

7. Plan and direct Shambhala Training activities, including:
  - Direct and AD Shambhala Training Levels
  - Recruit Directors and Assistant Directors to lead Shambhala Training Levels
  - Direct and support the Program Coordinators in role of staffing Levels and training new aides.
  - Recruit participants for Shambhala Training Levels.
  - Prepare students for the various assemblies; Ashe Society, Warrior's Lodge, & Great Eastern Sun Society.
8. Oversee Shambhala Training fiscal operations including:
  - Maintaining the Shambhala Training participant records and coordinating with the Treasurer for bookkeeping, deposits and system of financial management,
  - Making decisions regarding Shambhala Training expenditures that are budget appropriate.
9. Develop the Shambhala Training annual program schedule, in cooperation with the Shambhala Council and Education Coordinator.
10. Chair the Shambhala Training Executive Committee
11. Provide support, feedback, and direction to those participating in Shambhala Training as Directors, AD's, staff and participants. Maintain a general sense of how those who participate in Shambhala Training are doing and intervene, when appropriate.

12. Oversee the development of any new Shambhala Training formats and programs.
13. Ensure that levels and programs are widely publicized.
14. Serve as Practice Instructor.
15. Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

**Reports To:**

The position reports to Shambhala International and the Shambhala Council of Baltimore.

**Qualifications**

- Able to oversee all aspects of the Center and its gates through maintaining a unified view
- A Director of Shambhala Training
- Senior student of Shambhala Training: (graduate of Warrior, Gesar and Kalapa Assemblies is preferred)
- Ability to inspire both the community and individual members by manifesting qualities of fruition of the study and practice.
- Excellent communication skills.
- Able to manifest Shambhala vision in public as well as within the Shambhala community
- Highly organized individual with computer skills
- Able to magnetize and enrich the Shambhala community.

# **BUDDHIST GATE/ CO-DIRECTOR**

## **JOB DESCRIPTION**

### **TITLE: BUDDHIST GATE CO-DIRECTOR**

#### **Areas of Responsibility**

This position is chiefly responsible for maintaining the integrity of the Buddhist teachings as set forth by the Vidyadhara and the Sakyong. The Center Co-Director is also responsible for overseeing the coordination of the Shambhala Council and ensuring that the decisions of the Council are implemented.

#### **Specific Duties**

- 1) Serve as Buddhist Gate Director on the Shambhala Council. Oversee and maintain the integrity of the Buddhist Teachings of Chogyam Trungpa Rinpoche, the Sakyong (and Khandro Rinpoche) through the kinds and quality of practices, studies, teachings and teachers offered at the Center.
- 2) Serve as Co-Director of the Center and the Council. Provide leadership and inspiration in managing the Center, based on view, that allows Council members and other leadership positions to fulfill their roles exemplifying practice in action.
- 3) Assure that educational and practice programs are cultivated and nourished; that educational programs be further developed consistent with the Vidyadhara's teachings and the current needs of the emerging sangha.
- 4) Co-facilitate the meetings of the Shambhala Council with the Shambhala Gate Co-Director.
- 5) Communicate and cooperate with the other Gates and "enriching functions" of the Center, facilitating integration and harmony in the Center.
- 6) Ensure that the Center's legal, real estate, financial, educational, spiritual and social activities are fulfilled effectively and in harmony.
- 7) Assure the sound financial health of Dharmadhatu and of the entire Center.
- 8) Maintain the vital link with Shambhala International in Halifax in a way that best represents the wishes of the Council.
- 9) Chair the Buddhist Gate Committee
- 10) Assure ample public access to the teachings through public programs.
- 11) Collaborate with the other Gates on major events such as Shambhala Day, Midsummer's Day, visits by important teachers of any Gate, and so forth.
- 12) Promote the development of teachers and meditation instructors.

- 13) Collaborate with the other Gates to achieve a balanced schedule of programs, classes and events.
- 14) Set up guidelines for program fees, in cooperation with the Treasurer, and ensure appropriate means to accommodate those in financial difficulty.
- 15) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

### **Reporting**

The position reports to the Shambhala Council and to Shambhala International.

### **Qualifications**

- Senior student in buddhist studies and practices.
- Understands the vision of Trungpa Rinpoche and what people need to progress along the path.
- Ability to inspire the community individual members by manifesting qualities of fruition of practice and study.
- Highly organized individual with good communication skills.
- Has good committee facilitation skills.

# NALANDA GATE COORDINATOR

## PROPOSED JOB DESCRIPTION

### **TITLE: NALANDA GATE COORDINATOR**

#### **Areas of Responsibility**

Oversee and support the development of Nalanda and Dharma Art programs, develop new art formats and programs consistent with the intent and /or spirit as defined by Choyam Trungpa Rinpoche, and support effective implementation of programs in coordination and harmony with the Shambhala and Buddhist gates.

#### **Specific Duties**

- 1) Coordinate and plan an annual calendar of events for Nalanda programs, Dharma Art and related programs and events..
- 2) Facilitate and develop, with the help of the Nalanda Gate Committee, new programs meeting needs of membership utilizing a multi-disciplinary approach to the arts from the meditative state..
- 3) Recruit facilitators and Dharma Art teachers for ongoing Nalanda and Dharma Art weekend formats, and facilitate recruitment and training of volunteers to staff and support Nalanda Gate activities and programs.
- 4) Ensure and coordinate staffing of all Dharma Art and other Nalanda programs, including purchase and availability of materials, supplies, equipment and environmental set-up to guarantee a secured container for the teachings (consistent with the needs of the teachers/facilitators and program design.
- 5) Hold regular Nalanda Gate meetings to address issues and concerns in relation to development of the Nalanda Gate at this Center, brainstorm new ideas and provide availability, support, feedback and direction to Committee members.
- 6) Assist the Membership Coordinator in maintaining the mailing list of participants who attend the various Nalanda Gate programs, and investigate potential resources to be tapped for increasing exposure to events.
- 7) Work with the Communications and Publicity coordinators to ensure timely submissions of programs and events to be advertised.
- 8) Maintain adequate storage and upkeep of materials and equipment purchased for use in Gate related programs, and work with the environment Coordinator to ensure space for storage.
- 9) Maintain a financial record of program expenses and revenue and report it to the treasurer with receipts.
- 10) Serve as Nalanda liason with Shambhala International and other Shambhala Centers to coordinate events and programs and information regarding the direction of the Nalanda Gate.

11) Work with the Co-Directors to ensure integrated functioning of the Center's three gates with harmony and efficiency.

11) Serve on the Shambhala Council.

12) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

### **Reporting**

The position reports to the Shambhala Council

### **Qualifications**

- Understands the vision of Trungpa Rinpoche and what is needed to manifest this vision.
- Highly organized individual with good communication and committee facilitation skills
- Has the Capacity to envision and support fruition of multi disciplinary approach offered through this mandala gateway.
- Is dedicated to the development and growth of the Nalanda Gate as a vehicle for creating enlightened society.

# **SECRETARY/COMMUNICATIONS**

## **JOB DESCRIPTION**

### **TITLE: SECRETARY/COMMUNICATIONS COORDINATOR**

#### **Areas of Responsibility**

Ensure that all the decisions and activities of the Shambhala Council are recorded, preserved and distributed to Council members; oversee the sangha's communication mechanisms.

#### **Specific Duties**

- 1) Ensure that minutes are taken at all Shambhala Council meetings and distributed to Council members at least one week prior to the next meeting. Send out an agenda for each Council meeting in advance.
- 2) Notify Council members of Council meetings and changes.
- 3) Chair the Communications Committee which will create and maintain the means for transmitting information within the sangha, including:
  - Oversee the production and distribution of the Council's newsletter,
  - Produce the Center's regular calendar of events,
  - Regularly distribute the rota to members,
- 4) Ensure the maintenance of the Center's website.
- 5) Oversee the posting of information on the Center's bulletin boards.
- 6) Produce an annual written summary report of the Center's accomplishments and distribute it to the members and to Shambhala International after approval by the Council.
- 7) Create a system for maintaining the sangha's record of yearly programs, events and activities.
- 8) Serve on the Shambhala Council and its Executive Committee.
- 9) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

#### **Qualifications**

- Highly organized individual with good communication and language skills
- Able to translate the vision of the Shambhala Center into accessible language
- Owns a computer and has good computer skills.
- Able to function as an Executive Committee member, including understanding of budgets and organizational development.

# **TREASURER**

## **JOB DESCRIPTION**

### **Title: TREASURER**

#### **Areas of Responsibility**

Oversee the financial operations of the Center and ensure sound fiscal record keeping and reporting. Collect dues and fundraise in an inclusive, sensitive way.

#### **Specific Duties**

- 1) Develop an annual budget for the operation of the Center to be approved by the Shambhala Council, working with relevant Committee Chairs to develop their budgets and incorporate that information.
- 2) Manage the center's fiscal operations including:
  - Maintaining the Center's books,
  - Making deposits,
  - Paying expenditures approved by the Council,
  - Making decisions regarding small expenditures that are budget appropriate.
- 3) Advise the Shambhala Council in its financial decision making process.
- 4) Provide the Council with quarterly financial reports, and an annual report to the membership.
- 5) Work with the Membership Coordinator to track, remind of, and collect membership dues in manner approved by the Council.
- 7) Prepare and submit annual state and federal non-profit tax and financial reports.
- 8) Oversee fee collection and fundraising at Center events.
- 9) Chair the Finance/Fundraising Committee that assists in fiscal management and fundraising efforts, and oversees any capital development fundraising.
- 10) Serve on the Shambhala Council and the Council's Executive Committee.
- 11) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

#### **Reports To:**

The position reports to the Shambhala Council

#### **Qualifications**

- Familiarity and experience with generally accepted principles of non-profit financial management
- Experience with program budgeting and bookkeeping
- Comfort and sensitivity in asking people for money
- Highly organized individual with computer skills

# **EDUCATION COORDINATOR JOB DESCRIPTION**

## **TITLE: EDUCATION COORDINATOR**

### **Areas of Responsibility**

Coordinate the development and implementation of an annual education curriculum that encompasses hinayana, mahayana, and vajrayana levels of study as well as Shambhala continuing education and enrichment courses of the Center.

### **Specific Duties**

- 1) Coordinate and schedule Buddhist and Shambhala education courses for the Center, including:
  - Oversee the design and structure of courses to meet the needs of the sangha,
  - Recruit and coordinate teachers and staff for the courses, and
  - Coordinate with Publicity for the design of flyers and announcements for classes and programs.
- 2) Coordinate Buddhist curriculum development in cooperation with the Shambhala Gate, Nalanda Gate, and the VKR Retreat curricula toward enriching the vision and path activities of the Center and its members.
- 3) Coordinate specialized seminars on topics relevant to the sangha: e.g. Heart Sutra, Madhyamika, Shambhala continuing education, etc.
- 4) Coordinate and plan the work of the Education Committee.
- 5) Work with the Treasurer to develop the Education budget for Shambhala Council approval and oversee expenditures.
- 6) Oversee the development and maintenance of the Center's library.
- 7) Ensure ordering of the necessary texts for both Buddhist and Shambhala courses.
- 8) Promote and develop teaching skills through programs such as teacher training, continuing education programs and mentoring.
- 9) Liaison with Vajradhatu Practice and Study Administration
- 10) Serve on the Shambhala Council.
- 11) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

### **Reporting**

The position reports to the Shambhala Council

### **Qualifications**

- Senior student of both buddhist and Shambhala study and practice.
- Understands the vision of Trungpa Rinpoche and what study people need to progress along the path.
- Highly organized individual with good communication skills.
- Has good committee facilitation skills.

# PRACTICE COORDINATOR

## JOB DESCRIPTION

### TITLE: PRACTICE COORDINATOR

#### Summary/Vision

Practice is the heart of the Shambhala Center community. The Practice Department is responsible for ensuring that the practice environment is healthy and uplifted. This includes maintaining the shrine room environments and ongoing practices, as well as ensuring that new practitioners are entered and trained properly.

#### Specific Duties

- 1) Chairs the Practice Committee and is responsible for supervision of the:
  - **Rota Assistant** to ensure that people have and are showing up for their shrine room shifts.
  - **Shrine Keeper** to maintain shrine decorum, sacred objects, supplies, etc.
  - **Vajrayana Practice Assistant** to make sure all vajrayana practices, feasts, practice supplies, chants and shrines are in good order.
  - **Shambhala Practice Assistant** to make sure Shambhala practice materials are maintained.
- 2) Coordinate and oversee all meditation (MI) and program (PI) instruction in the Center, including:
  - Coordinating MI/PI assignment: working with Membership Coordinator to see that new students understand the purpose of meditation instruction, how to request it, and connect with an instructor.
  - Ensuring that MI's and PI's are meeting with their students and practicing themselves.
  - Tracking MI training opportunities and encouraging senior practitioners to use them and holding periodic MI meetings to discuss practice issues.
- 3) Supervise and facilitate buddhist and Shambhala group practice. Draw up monthly and yearly practice calendar in coordination with the other Gates and organize and publicize the yearly practice events. Recruit and train members for umdze/timer, geko and gatekeeper positions.
- 4) Relate with the Environment Coordinator on protocols for before, during and after program cleaning, maintaining and restoring of the practice space.
- 5) Maintain chant books and the Practice Manual for the Center, keeping them current.
- 6) Maintain practice records, including tracking member progress on the path in coordination with the MI's and inform members of opportunities for continued study and practice
- 7) Work with the Education Coordinator to ensure that members have the practice/study information and encouragement they need to progress along the path of buddhadharma and Shambhala.
- 8) Oversees the practice elements of teachers' visits.
- 9) Liaison with Vajradhatu Practice and Study Administration
- 10) Serve on the Shambhala Council.

11) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

### **Reporting**

The position reports to the Buddhist Gate Coordinator and the Shambhala Council.

### **Qualifications**

- Experienced meditation instructor, preferably a sadhaka and an advanced Shambhala practitioner.
- Inspired to work with all students to cultivate individual and group practice
- Highly organized individual with fine attention to detail
- Has good committee facilitation skills
- Has time to be at the Center on a regular basis to oversee the practice environment and keep in touch with members.

# **RUSUNG**

## **JOB DESCRIPTION**

### **TITLE: RUSUNG**

#### **Areas of Responsibility**

Implement the vision of the Dorje Kasung in protecting and serving our teachers, the dharma, and our sangha. Guide the Kasung in reflecting the principles of enlightened society as they offer protection.

#### **Specific Duties**

- 1) Coordinate and plan the activities of the Baltimore Kasung Squad in providing protection and service for the
  - Buddha (teachers)
  - Dharma (teachings, texts/tapes, classes), and
  - Sangha (security at the center, mindfulness during teachings)
- 2) Maintain primary training and supervision of the kasung squad.
- 3) Provide opportunities for kasung to practice as kasung and manifest the teachings.
- 4) Educate civilians about the role of kasung and welcome new members.
- 5) Nurture kasung both as individuals and as a community of practitioners.
- 6) Work with the Treasurer to develop the Kasung budget for Shambhala Council approval and oversee expenditures.
- 7) Serve on the Shambhala Council
- 8) Serve as the liaison with the larger kasung mandala.
- 9) Promote awareness of all facets of the mandala and manifest the teachings in all interactions

#### **Reports To:**

The position reports to the Shambhala Council of Baltimore and the Regiment Commander

#### **Qualifications**

The Rusung must be an advanced practitioner who can:

- Manifest the vision of kasung through the practice of meditation in action
- Manifest the qualities of Kasungship and Warriorship, and be able to impart them to the squad.
- Encampment experience preferred.

# SHAMBHALA TRAINING PROGRAM COORDINATOR

## JOB DESCRIPTION

### **Title: SHAMBHALA TRAINING PROGRAM COORDINATOR**

**Areas of Responsibility:** Recruit, train and coordinate staffing for all Shambhala levels. See that all levels are staffed adequately. This includes recruiting and training new staff members. Oversee the planning and implementation of the annual Shambhala Training staff calendar.

### **Specific Duties**

1. Coordinate staffing of all Shambhala Training levels. See that all levels are staffed adequately, including serving as staff when needed and appropriate.
2. Oversee the recruitment and training of new Coordinators and Aides.
3. Serve as Co-Chair of the Shambhala Training Executive Committee.
4. Direct and support the Program Coordinators in role of staffing levels and training new aides.
5. Assist the Shambhala Resident Director in recruiting Directors and Assistant Directors to lead Shambhala Training Levels
6. Prepare an annual (or periodic) schedule of staffing for all Shambhala Training levels.
7. Assist the Membership Coordinator in maintaining the mailing list of participants who attend the various Shambhala Training levels. Work with the Membership Coordinator to keep abreast of member's skills and their willingness and ability to contribute to Shambhala Training.
8. Provide support, feedback, and direction to those participating in Shambhala Training as staff. Maintain a general sense of how those who staff Shambhala Training are doing and intervene, when appropriate.
9. Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

### **Reports To:**

The position reports to Shambhala Resident Director and the Shambhala Council.

### **Qualifications**

- Able to oversee all aspects of the staffing of the levels.
- Senior student of Shambhala Training: completion of Sacred Path of Warriorship and Warrior Training preferred.
- Ability to magnetize people to volunteer.
- Highly organized individual with excellent communication skills.

# **KHANDRO RINPOCHE BALTIMORE RETREAT COORDINATOR**

## **JOB DESCRIPTION**

### **TITLE: BALTIMORE RETREAT COORDINATOR**

#### **Areas of Responsibility**

Oversee the planning and implementation of the annual Baltimore Retreat and ensure that all Retreat activities are working effectively. Ensure that Ven. Khandro Rinpoche is cared for and protected and the program is developed according to her wishes. Create an atmosphere of kindness and efficiency for the best learning and involvement of the participants.

#### **Specific Duties**

- 1) Work with Khandro Rinpoche to establish the Retreat dates and curriculum, and structure and coordinate her visit arrangements.
- 2) Find a Retreat site each year, and negotiate and manage the site contract.
- 3) Coordinate the activities of the Retreat Department Heads and Facilitate the Retreat planning meetings.
- 4) Ensure that Retreat participants are provided with food, housing and transportation as agreed to, and are cared for in an atmosphere of kindness.
- 5) Work with the Treasurer to develop the Retreat budget for Shambhala Council approval and oversee expenditures. Manage Retreat finances including registration, sales and VKR fundraising and submit them to the Treasurer.
- 6) Develop the Retreat application and registration process and oversee participant registrations.
- 7) Oversee the production and protection of tapes and transcripts and maintain the Retreat tape library.
- 8) Communicate and coordinate with other VKR tour cities.
- 8) Communicate with participants throughout the year about the program, requirements and arrangements.
- 10) Serve on the Shambhala Council.
- 11) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

#### **Reporting**

The position reports to Ven. Khandro Rinpoche and to the Shambhala Council of Baltimore

#### **Qualifications**

- Experience in conference coordination.
- Dedicated to the vision of VKR and integrating it with the Vajradhatu vision.
- Has strong working relationship with Khandro Rinpoche.
- Ability to maintain compassionate container under stressful circumstances.
- Ability to manage a budget.

# **MEMBERSHIP SUPPORT COORDINATOR JOB DESCRIPTION**

## **TITLE: MEMBERSHIP/COMMUNITY SUPPORT COORDINATOR**

### **Vision/Areas of Responsibility**

Help to create a Shambhala Center with genuine heart that knows and supports its members and promotes the well-being of its community. Oversee the sangha's recruitment and ongoing support of members, establishing a sangha-wide member data base.

### **Specific Duties**

- 1) Establish and maintain a membership database by level of involvement, including demographic information, programs completed and MI assignment, with information from the Practice and Gate Coordinators.
- 2) Work with the Treasurer to develop and implement procedures of membership dues tracking, reminders and collection.
- 3) Chair the Membership Support Committee that:
  - Plans sensitive member recruitment strategies and efforts,
  - Promotes the well-being of the sangha by coordinating any necessary personal, emotional, and physical support for members and friends when needed and possible,
  - Develops strategies for recognizing and appreciating the efforts of individual sangha members,
  - Plans periodic community social events,
  - Work with Education and/or Practice Coordinators to develop children's programs that can be run by parents and friends. This could include parent's nyinthun, with babysitting provided.
- 4) Promote the Planned Annual Giving campaign of Shambhala International.
- 5) Serve on the Shambhala Council.
- 6) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

### **Reports To:**

The position reports to Shambhala Resident Director and the Shambhala Council.

### **Qualifications**

- Highly organized individual with good communication skills
- Has comfortable and supportive interaction style.
- Owns a computer and has good computer skills
- Familiar with data base creation and maintenance.

# **ENVIRONMENT COORDINATOR JOB DESCRIPTION**

**Title: ENVIRONMENT COORDINATOR**

## **Vision/Areas of Responsibility**

The Environment Coordinator is responsible for maintaining all aspects of the physical environment of the Shambhala center, including coordinating the efforts to locate new space, the design and arrangement of the space and the ongoing maintenance of it.

## **Specific Duties**

1. Develop, with Gate heads, strategies for locating new space, or expanding the current space. Coordinate the activities of the "new space" committee.
2. Act as back-up person to the Co-Directors in relating with Landlord re: problems, needs, plans for the space.
3. Design a system and ensure a rota is established for cleaning and maintaining the space.
4. Develop a cleaning budget in coordination with the Treasurer.
5. Plan quarterly Center cleaning delegs.
6. Develop written clean-up guidelines and train crew chiefs in proper maintenance of the facility.
7. Keep supplies, tools and equipment available and in good condition for both cleaning and maintaining shrine rooms.
8. Oversee use and placement of objects within the space to keep the environment fresh and uplifted.
9. Relate with other Gates on protocols for before, during and after program cleaning, maintaining and restoring the space(s).
10. Serve on the Shambhala Council and the Council's Executive Committee.
11. Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions.

## **Reports To:**

The position reports to the Shambhala Council

## **Qualifications**

- Skilled in cleaning and organizing with attention to detail. Knowledge of feng shui helpful.
- Highly organized individual with good communication skills
- Has good committee facilitation skills

# COMMUNITY OUTREACH COORDINATOR

## JOB DESCRIPTION

### **TITLE: COMMUNITY OUTREACH COORDINATOR**

#### **Vision/Areas of Responsibility**

Oversee the sangha's public education effort, establishing an outreach team that can bring the vision of Shambhala to the Baltimore community. Help to foster relationships between the Shambhala Center and other organizations in the community.

#### **Specific Duties**

- 1) Chair the Community Outreach team that includes:
  - A speakers bureau for providing education to the Baltimore community about meditation and the buddhadharma when requested.
  - Develops an outreach program that can be funded (eg., by the Shambhala Trust).
  - Encourages the Sangha's involvement in the larger Baltimore community and involves members in outreach efforts.
- 2) Develop relationships and joint projects with other buddhist centers in the Baltimore area.
- 4) Act as ambassador to other contemplative centers and organizations of like vision.
- 5) Provide meditation education for schools and colleges as requested.
- 6) Report on the ways members currently are involved in outreach.
- 7) Serve on the Shambhala Council.
- 8) Promote awareness of all facets of the mandala and strive to manifest the teachings in all interactions

#### **Reports To:**

The position reports to Shambhala Resident Director and the Shambhala Council.

#### **Qualifications**

- Organized individual with good leadership and communication skills.
- Knowledgeable about the sangha and the Vajradhatu tradition.
- Has good speaking/teaching skills and a comfortable and supportive interaction style.

## **SUMMARY DESCRIPTION OF SHAMBHALA COUNCIL COMMITTEES**

### **SHAMBHALA TRAINING COMMITTEE**

**Areas of Responsibility:** Plan and develop all aspects of the Shambhala Training and preparation for the various Assemblies. Develop new Shambhala Training formats and programs and plan the annual calendar. Ensure integrated functioning of the three gates with harmony and efficiency.

### **BUDDHIST GATE COMMITTEE**

**Areas of Responsibility:** Maintain the integrity of the Buddhist teachings as set forth by the Vidyadhara and the Sakyong. Assure that practice and education programs are cultivated and that students have the information they need to progress. Maintain the shrines and chants and oversee the practice environment. Provide for public access to the teachings through public programs. Ensure integrated functioning of the three gates with harmony and efficiency. MI/PI Subcommittee is part of this committee.

### **NALANDA COMMITTEE**

**Areas of Responsibility:** Plan and develop all aspects of the Dharma Art Program and preparation for its courses. Plan recruitment and training of Dharma Art teachers and staff. Develop new Dharma art formats and programs and plan the Program's annual calendar. Ensure integrated functioning of the three gates with harmony and efficiency.

### **KASUNG**

**Areas of Responsibility:** Provide protection and service for the Buddha, Dharma, and Sangha (security at the center, and mindfulness during teachings.) Educate civilians about the role of kasung and welcome new members. Reflect the principles of enlightened society in offering protection.

### **COMMUNICATIONS COMMITTEE**

**Areas of Responsibility:** Oversee the sangha's communication mechanisms. Create and maintain the means for transmitting information within the sangha, including production and distribution of the Council's newsletter, rota, and regular calendar of events and maintenance of the Center's Web site. Oversee posting of information on the Center's bulletin boards.

### **FINANCE/FUNDRAISING COMMITTEE**

**Areas of Responsibility:** Oversee the financial operations of the Center and ensure sound fiscal record keeping and reporting. Work with the Membership Coordinator to track and collect membership dues. Plan for any general fundraising or capital development fundraising in an inclusive, sensitive way. Ensure quarterly financial reports, and an annual report to the membership.

### **EDUCATION COMMITTEE**

**Areas of Responsibility:** Develop and implement an annual education curriculum that encompasses hinayana, mahayana, and vajrayana levels of study as well as Shambhala enrichment courses (post Shambhala Training levels) for the Center. Oversee the development and maintenance of the Center's library and ordering of the necessary texts for both Buddhist and Shambhala courses. Promote teaching skills through training.

### **MEMBERSHIP/COMMUNITY SUPPORT COMMITTEE**

**Areas of Responsibility:** Act as the sangha's Member Support team to create a Shambhala Center with genuine heart that knows and supports its members and promotes the well-being of its community. Plan sensitive member recruitment, provide personal support for members and friends when needed and possible, and plan periodic community social events. Establish a sangha-wide member data base. Promote the Planned Annual Giving campaign of Shambhala International.

## **PUBLICITY/MARKETING**

**Areas of Responsibility:** Develop and implement of a public relations approach for communicating the Center's Shambhala vision and activities. Coordinate the Center's placement of program and event announcements in local print and electronic media. Produce flyers and announcements for classes and Center events. Publicize the Center's activities at fairs and conferences.

## **VKR BALTIMORE RETREAT COORDINATING COMMITTEE**

**Areas of Responsibility:** Plan and implement the annual Baltimore Retreat and ensure that all Retreat activities are working effectively. Ensure that Khandro Rinpoche is cared for and protected and the program is developed according to her wishes. Create an atmosphere of kindness and efficiency for the best learning and involvement of the participants.

## **ENVIRONMENT COMMITTEE**

**Areas of Responsibility:** Maintain all aspects of the physical environment of the Shambhala center. Coordinate the design and arrangement of the space, the ongoing maintenance of it, and any efforts to locate new space.

## **COMMUNITY OUTREACH COMMITTEE**

**Areas of Responsibility:** Create a public education effort, including a speakers bureau that can bring the vision of Shambhala to the Baltimore community. Coordinate outreach to the larger Baltimore community and foster relationships between the Shambhala Center and other buddhist centers and non-profit organizations.