

Portland-area Recovery Dharma Intersangha Position Descriptions

Officer and Committee Chair Descriptions

December 2021

Anyone wishing to become or currently holding a position as an elected member of the PDX-area Recovery Dharma InterSangha must have the following qualifications:

- Able to uphold duties and principles of the position as described.
- Willing to attend all InterSangha business meetings and appropriate subcommittee meetings. Business meetings are to be held monthly, excluding August and December, at a place and time of the elected members' choosing. Meetings are to be called by the Chair and listed on the Recovery Dharma website and in the Recovery Dharma PDX newsletter.
- Actively practicing the Eightfold Path.
- Regularly attends Recovery Dharma meetings.
- Have a meditation practice outside of meetings.

Intersangha Working Group

All Intersangha Officers and Committee Chairs attend the monthly Intersangha Working Group meetings. These meetings are held each month except August and December, and should be limited to 90 minutes or less. These meetings assist officers and committee chairs to stay informed regarding the needs of weekly meetings, workshop and retreat planning, and emerging issues. All Recovery Dharma PDX participants are invited to attend the Intersangha Working Group meetings.

Elected Officers of Recovery Dharma Portland Intersangha

Chair

Term: 1 year

Remains informed of all meeting formats. Available for individual meetings with InterSangha Officers and group representatives as needed. Organizes monthly Intersangha business meetings and notifies all elected Intersangha officers of said meetings. Represents Recovery Dharma at local, InterSangha, and national Recovery Dharma events. Remains informed about notable national meeting issues. Keeps Sangha informed about any upcoming events, retreats, or

changes pertaining to local and national groups. Prepares agenda for quarterly InterSangha meetings. Actively participates on Program Committee. Maintains order and runs quarterly InterSangha meetings according to established format. References relevant national, local, and online meetings listings to ensure they match and are kept up-to-date. Schedules and maintains all Intersangha Zoom accounts. Serves as the financial counterpart to the Treasurer when Treasurer is unavailable. Beginning in 2020, the Chair position will be occupied by the outgoing Co-Chair.

Co-Chair

Term: 1 year

Acquires knowledge of how to carry out the duties of the Chair. In absence of the Chair, shall accept the full duties of the Chair. Shall carry out various duties assigned by the Chair. The Co-Chair helps the Intersangha by assisting all position holders and Intersangha members. In the absence of a Social Media Chair, shall post all scheduled Intersangha meetings and events in the Facebook group and the Recovery Dharma PDX website. In the absence of a Newsletter Chair, maintains monthly newsletter. Works with Programs Chair as needed to coordinate visits from teachers and other visitors. Steps into Chair role at the end of 1 year term.

Secretary

Term 1 year

Records and keeps minutes of all business during InterSangha meetings. Reads “old business” and calls for future agenda items to be taken into account. Maintains record of open agenda items. Maintains phone list of individual meeting service position people. Circulates approved minutes and makes minutes available to webmaster. Works with Chair and Co-Chair to prepare agenda for meetings. Checks that agreed actions are carried out, and keeps a record of the InterSangha’s activities. Sends meeting minutes to co-secretary for review. Zoom: enable live transcription and recording of InterSangha meetings. Beginning in 2020, the Secretary position will be occupied by the outgoing Co-Secretary.

Co-Secretary

Term: 1 year

Acquires knowledge of how to carry out the duties of the Secretary. In absence of the Secretary, shall accept the full duties of the Secretary. Shall carry out various duties assigned by the Secretary. Reviews meeting minutes of InterSangha meetings. Zoom: Confirm meeting is being recorded and live transcript is enabled. Steps into Secretary role at the end of 1 year term.

Treasurer

Term: 1 year

Qualifications for Treasurer, in addition to those above, include 1 year active participation in Recovery Dharma.

Acts as the accountant for dana accumulations that result from InterSangha activities. Such activities may include InterSangha business meetings, InterSangha sponsored Recovery Dharma workshops, InterSangha sponsored visiting teachers, fundraisers, etc. PDX area individual meetings will be autonomous and responsible for accounting for their own dana, though InterSangha treasurer may serve, when requested, as consultant for questions and troubleshooting. Maintains bookkeeping of PDX Inter-Sangha funds, manages bank account and, along with secondary signer, regularly monitors and occasionally audits the appropriate use of funds. Provides quarterly and annual financial reports, or by request of Co-Chairs or InterSangha consensus. Quarterly reports shall include but not be limited to financial reserves, year-to-date expenditures, and proposed and expected expenditures for upcoming quarters. Annual reports shall include actual expenditure report for the past year and projected budget for upcoming fiscal year. Treasurer appoints a proxy (usually the InterSangha co-chair) when unable to attend a meeting that requires or is reasonably expected to require a treasury report.

Co-Treasurer

Term: 1 year

Acquires knowledge of how to carry out the duties of the Treasurer. In absence of the Treasurer, shall accept the full duties of the Treasurer. Shall carry out various

duties assigned by the Treasurer. Steps into Treasurer role at the end of 1 year term.

Committee Chairs

Sangha members are encouraged to volunteer for Committee Chair positions. At the annual Intersangha elections meeting, generally held in January of each year, Intersangha representatives shall provide general approval to individuals volunteering for or agree to serve in Committee Chair positions.

Programs Chair

Term: 1 year

Develops, activates, facilitates and maintains a Program Committee of at least 6 Recovery Dharma members, one of whom may be the InterSangha Chair or Co-Chair and both will always be included in Program Committee communications. Makes a reasonable effort to comprise the committee of a diverse assortment of Recovery Dharma members representing different groups in the PDX area. Assists the InterSangha in assessing community needs for educational, workshop and retreat events. Facilitates planning, acquiring of venues, soliciting of presenters, production of materials and the initiation of announcements and promotion of said events. Coordinates guest teacher events and other events of associated interest with Recovery Dharma events and the Recovery Dharma community. Develops and maintains an annual event schedule and disseminates this at quarterly Intersangha meetings.

Wise Friends Chair (need for Co-Chair)

Term: 1 year

- a. Creates and recruits a Wise Friends Committee. Calls and leads regular meetings.
- b. Participates in monthly working group meetings and quarterly InterSangha meetings.
- c. Coordinates with Portland Intersangha Programs Committee and Global Recovery Dharma
- d. Facilitates the Wise Friends Committee in promoting wise friendship by;

1. pursuing and providing information for developing an understanding of the nature of Sangha, the Community of Wise Friends and varying wise friendship models, methods and practices.
2. encouraging community members to become wise friends supporting each other in developing and pursuing the eight-fold path for recovery and encouraging meetings to create a process for engaging members in supporting each other through mentorship, inquiry circles and study.
3. creating and hosting workshops on wise friendship.

Communications Chair

Term: 1 year

Oversees updating and distribution/promotion of the Recovery Dharma PDX website, newsletter, and social media channels. Monitors Facebook group and other agreed-upon social media, responds to inquiries and provides information. Works with Intersangha Officers and Committee Chairs to ensure all events and important local and national business announcements are posted to website and social media. Works with Intersangha Chair and Co-Chair to keep the website-hosted meeting lists up to date. Works with Secretary and Co-Secretary to keep the website meeting minutes up to date.

Communications Co-Chair

Term: 1 year

Acquires knowledge of how to carry out the duties of the Communications Chair. Shall assist with duties of the Communications Chair as ability and availability can support. In absence of the Communications Chair, shall accept the full duties of the Communications Chair. Steps into Communications Chair role at the end of 1 year term.

Unity Chair

Term: 1 year

Promotes inter-sangha and intra-sangha unity by creating opportunities for fellowship at both the PDX Area level and the individual meeting level. Visits meetings or communicates with appropriate meeting representatives to promote

intra-sangha unity by providing encouragement and information about meeting fellowship. Organizes unity events for members of the PDX Area InterSangha. Works with Webmaster, Programs Chair, and Co-Chair to coordinate and publicize events.