

Portland-area Recovery Dharma InterSangha
Officer and Committee Chair Descriptions
September 2019

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.

ELECTED MEMBERS OF THE PDX AREA RECOVERY DHARMA INTERSANGHA

A. **Chair** Term: 1 year

- a. 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. Beginning in 2020, the Chair position will be occupied by the outgoing Co-Chair.

B. **Co-Chair** Term: 1 year

- a. 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.

C. **Secretary** Term: 1 year

- a. 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. Beginning in 2020, the Secretary position will be occupied by the outgoing Co-Secretary.

D. **Co-Secretary Term: 1 year**

- a. 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. Steps into Secretary role at the end of 1 year term.

E. **Treasurer** Term: 1 year

- a. 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.
- b. 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.

- c. Qualifications for Treasurer, in addition to those above, include 1 year active participation in Recovery Dharma. Beginning in 2020, the Treasurer position will be occupied by the outgoing Co-Treasurer.

F. Co-Treasurer Term: 1 year

- a. 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.

G. Programs Chair Term: 1 year

- a. 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.

H. Programs Co-Chair Term: 1 year

- a. Acquires knowledge of how to carry out the duties of the Programs Chair. In absence of the Programs Chair, shall accept the full duties of the Programs Chair. Shall carry out various duties assigned by the Programs Chair. Steps into Programs Chair role at the end of 1 year term.

I. Mentorship Chair Term: 1 year

- a. Promotes mentorship by providing information about the nature of mentoring, encouraging members to mentor, hosting workshops on mentorship, and encouraging individual meetings to create the service position of a meeting Mentorship Chair. Helps individual meetings create intra-sangha groups such as inventory writing, communication (texting, phone calls, fellowship), or accountability groups. Pursues information about varying mentorship styles and methods and makes this information available to meetings and meeting Mentorship Chairs.

J. **Communications Chair** Term: 1 year

- a. Oversees updating and distribution/promotion of the Recovery Dharma PDX website, newsletter and social media channels. Content shall always include upcoming events. Monitors Facebook group and other agreed-upon social media, responds to inquiries and provides information. Works with Chair, Co-Chair, and Programs Chair to ensure all events and important local and national business is posted to social media.

K. **Unity Chair** Term: 1 year

- a. 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.