

General Board Member Job Description

Term

This is a voluntary role that extends for two years from the time of appointment or election. Terms may be renewed twice more for a total of 6 years. Election or re-election typically takes place at the Annual General Meeting of the Society in the spring of each year.

Time Commitment

- Average time commitment varies with the role, but expect a 2-hour Board meeting every two months.
- Committee meeting frequency varies, but typically are 2 hours up to 4 times/year.
- Besides meetings, time required varies from up to 2 hours per month for members-at-large, to higher commitments for the Board Secretary, Treasurer, President, or Communications Coordinator.
- Members are expected to assist with set-up of events when possible, which may be a 1-2 hour commitment, 3-4 times/year.

Responsibilities

- Board members uphold the registered purpose, vision, and mission of Calgary Insight Meditation Society and are expected to represent the Society's interests with integrity, acting in accordance with the Society Bylaws, values, and policies.
- Board members are expected to attend meetings of the Board and participate in the work of the committees, bringing their knowledge, constructive deliberation and willingness to learn as part of a team.
- Board members will abide by the [Code of Ethics for Teachers and Board Directors](#).

General Duties

Each member of the Board is expected to

- Prepare for and attend regular Board meetings;
- Prepare for and attend the Annual General Meeting;
- Participate in committee work and/or the work of an executive role or coordinator, as applicable;
- Be open to others' views, share their own, and be open to compromise in the making of Board decisions, planning, and conducting Society business;
- Support Society decisions once they've been made; and
- Participate in delivering events such as retreats or special meetings through activities like assisting with planning and organizing or venue set-up.

General Skills and Interests

- It's expected that board members will have a regular meditation and/or Dharma practice and have some familiarity with or interest in Buddhist philosophy and teachings.
- Willingness to work as a part of a team.
- Good computer skills – working with Word, Outlook, Excel (GSuite experience an asset).

- Previous board experience is an asset, but not mandatory.
- Experience in skills such as bookkeeping/finance, communications (newsletters, social media, website management), event organization, community organizing, board governance, non-profit leadership, or group facilitation is an asset.
- Interest and capacity to learn new skills that support board activities.