



Brief Descriptions of the Langri Tangpa Centre Committee Positions

All positions are voluntary and are held until the next election (approximately one year, depending on the timing of the following Annual General Meeting). All committee members must be a member of Langri Tangpa Centre Inc. (LTC) and it is preferred that they be a practicing Buddhist and a disciple of Lama Zopa Rinpoche.

Director

- Responsible for implementing Lama Yeshe's and Lama Zopa Rinpoche's vision for Dharma centres. This includes keeping Lama Zopa Rinpoche informed of centre developments, seeking guidance for any major undertakings, ensuring that the centre fulfils its obligations as an affiliate of FPMT Inc. and attending FPMTA national directors' meetings. The Director is also responsible for planning and implementing the operations and development of the centre with the rest of the committee, liaising with LTC volunteers including fund raisers, dealing with private service providers and government bodies, and ensuring that the centre conforms to the requirements of statutory authorities like the Office of Fair Trading and the Australian Taxation Office.
- The Director is responsible to Lama Zopa Rinpoche or his representatives, and the LTC membership.
- Number hours per week: 15 hours.
- Minimum qualifications:
 - Good written and verbal communication skills
 - Ability to work with a team
 - Planning and time management skills

A recommendation from Lama Zopa Rinpoche* is preferred (see footnote).

Treasurer

- Responsible to the LTC membership
- Number hours per week: 4 hours
- Responsible for:
 - Keeping the financial records of the centre.
 - Preparing annual financial statements for audit as required by law, compiling required audit evidence documents, providing information to the auditor during the audit process.
 - Regularly reporting to the management committee and centre membership.
 - Budgeting centre operations.
 - Researching financial aspects of centre operations and liaising with accountant and volunteer bookkeepers, auditor and statutory bodies like the Australian Taxation Office.
 - Liaising with LTC's banking relationship manager to facilitate the centre's banking needs i.e. Internet banking, loans, term deposits, credit cards etc.
 - Management of the centre's cash flow and financial obligations.
- Minimum qualifications include:
 - A solid understanding of basic accounting principals.
 - An understanding of (or the ability to rapidly acquire an understanding of) Australian Accounting Standards as they apply to the non-profit sector..
 - Proficiency in budgeting, financial planning and financial reporting.
 - Proficiency in MYOB Accounting and Retail Manager
 - Good written and verbal communication skills.
 - The ability to troubleshoot accounting and financial issues.
 - The ability to work within, supervise and manage a small team.

Secretary

- Responsible for preparing agendas for committee and general meetings, taking minutes of all meetings, keeping hard-copy records of all meetings, dealing with the centre's correspondence, and keeping an up-to-date copy of the membership register.
- Responsible to the LTC membership.
- Number hours per week – will be particularly busy before and after meetings. Average 1hr per week.
- Minimum qualifications include organisational skills, minute taking, word processing, good written and verbal communication skills and the ability to work with a team.

Spiritual Program Co-ordinator

- Responsible for planning and implementing the Dharma program according to the Buddhist calendar and the advice of Lama Zopa Rinpoche. This may include liaising with Geshes and other teachers, leading beginner's classes, preparing and archiving study materials, setting up and leading pujas, "pastoral care" of centre membership, collating and editing the newsletter, keeping the website up-to-date, advertising centre activities, maintaining the membership database, producing CDs of the teachings, co-ordinating volunteers and answering phone and email enquiries.
- Responsible to Lama Zopa Rinpoche or his representatives, and the LTC membership.
- Number hours per week: 30 hours, including some late evenings.
- Minimum qualifications include a sound understanding of basic Buddhist philosophy, a warm tolerance for all types of persons, good written and verbal communication, the ability to work with a team, and proficiency in Word, Publisher, Wordpress and Zoom. A recommendation from Lama Zopa Rinpoche is preferred.

Elected Committee Member (non-office bearing)

- Responsibilities include being part of the general decision-making process of the committee, assisting with various aspects of committee work.
- Responsible to the LTC membership.
- Number hours per week: 3hrs hours – will increase on committee meeting weeks.
- Minimum qualifications needed are good people skills, good written and verbal communication, and the ability to work with a team.

Blue Cards

All nominees for committee membership must be eligible for a blue card from the Blue Card Services Queensland Government and upon election obtain a card by undergoing a Working with Children Check, if not already holding a card.

Australian Tax Office Requirements

To maintain the tax deductibility status of donations to our building fund, a majority of our committee need to fulfill requirements specified by the Australian Taxation Office. If standing for any of the above positions, it will help inform the memberships' voting if nominees establish whether they fulfill the ATO requirements. If in doubt, an opinion can be sought from the ATO, given adequate time.

"The fund is administered or controlled by persons who, because of their tenure of some public office or their position in the community, have a degree of responsibility to the community as a whole". *Fact sheet for deductible gift recipients and donors: School Building Funds. ATO. Canberra. January 2008.*

***Recommended by Lama Zopa Rinpoche or his representatives** – prior to incorporation, we would send a list of the membership to Rinpoche and he would 'check up' to see which names come out beneficial for the Centre. We could then either vote or toss a coin. Now we are incorporated, this process has no legal standing, but we would still like to continue to honour this approach as much as practicable for spiritual reasons.