



Brief Descriptions of the Langri Tangpa Centre Committee Positions

All positions are voluntary and are held until the next election (approximately 12 months, 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 have a commitment to Lama Zopa's Vast Visions and the Objects of the centre.

Chairperson

- Attending all Committee meetings in person
- Chair all meetings including AGM
- Working under the direction of the Executive.
- Ensure harmony and consensus
- Number of hours: minimum 2 hours per month

Minimum qualifications include:

- Excellent time management skills
- Good written and verbal communication skills
- Ability to work with a team
- Good awareness of LTC Constitution and rules, policies and procedures and regulatory body requirements.

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 principles.
- 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 to the LTC membership.
- Number of hours per week – will be particularly busy before and after meetings. Average 2hrs per week.
- 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.

Minimum qualifications include:

- organisational skills
- minute taking
- word processing
- good written and verbal communication skills and
- the ability to work with a team.

Ordinary 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 of hours per week: 3hrs hours – will increase on committee meeting weeks.

Minimum qualifications include:

- good people skills,
- good written and verbal communication, and
- the ability to work with a team.

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.*