**THE WILLIAMSBURG BUDDHIST SANGHA   
BOARD CANDIDATE PROFILE**

Date: \_\_\_\_\_\_\_\_\_\_

NAME:

ADDRESS:

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: ZIP:

PHONE: (H) (W) \_\_\_\_\_\_\_\_\_\_\_ (C)

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Compassion in Action chair** **Description**

The Compassion in Action chair will serve on the Board of Directors and be responsible for Compassion in Action initiatives. This would include projects that provide our members opportunities to support those in our greater community in need. If you share our values and would like to make a difference in our community, our Sangha would value your time and talents.  For more information you can apply here.  If interested, your application should be submitted no later than March 15, 2024.

**Inventory of Skills**

Your personal and professional skills contribute to a pool of resources and knowledge that allows the Williamsburg Buddhist Sangha grow and prosper. Please discuss your experience or expertise along with any interests or hobbies that may be relevant to your role with the WBS.

*Examples may include: Teaching/education; business or non-profit admin/management;* ***budgeting, finance or accounting****; marketing; communications; graphic design; event planning; fundraising or grant-writing; Internet techology (IT); etc.*

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**Please describe your meditation experience and, if relevant, interest in Buddhism:**

**Please describe your current relationship with the WBS:**

**Do you have any previous experience as a member of a board? If so, please list/describe.**

**Please list two or three personal references.** (Names and Phone Numbers)

**Application Instructions**:

1. Please provide the information requested above and return the completed form at your earliest convenience to WBS Search Committee chair John Chowning at [superchown@icloud.com](mailto:superchown@icloud.com).
2. Attached **for your reference** (below) is the WBS Board Service Commitment Pledge. If nominated and approved to join our Board of Directors, you will be asked to sign this pledge, acknowledging that you understand the responsibilities of Board service and are committed to fulfill those responsibilities in keeping with our values. This pledge *need not* be signed at time of application.
3. All Board candidate applications will be reviewed by the WBS full Board. Finalists will be invited to a friendly interview with 1 – 2 members of our search team in which more information can be shared and questions answered.
4. Based upon Search Committee recommendations, reflection, and discernment, the WBS full Board will determine the candidate that seems best suited to the Board vacancy to be filled. This final will then be invited to attend a Board meeting, after which a final vote on the nomination will be held.
5. Any candidate not selected for Board service will be invited and encouraged to participate in WBS leadership in another role to be mutually determined. The WBS depends upon – and is deeply grateful for – the active participation of all members who feel called to serve.

**Board Member Responsibilities**

**The General Responsibilities of an Individual WBS Director are as follows:**

* Seek at all times to engage in a spirit of open-mindedness, compassion, right speech, right action and otherwise in keeping with WBS core values.
* Attend and participate in monthly Board meetings. Should circumstances prevent attendance, notify the rest of the Board in advance (if possible), read all materials associated with the meeting, and provide input on issues under discussion.
* Respond in as timely a manner as possible to WBS Board emails, which may include discussion streams and requests for information and/or feedback.
* Complete tasks or assignments or otherwise fulfill leadership responsibilities in accordance with role as an officer, committee chair, or other.
* Attend/participate in Sangha activities and events as able.

**WBS Board of Directors – General Responsibilities**

The Williamsburg Buddhist Sangha Board of Directors is responsible for all operational and governing functions, including determining priorities, setting policy, overseeing activities, approving the budget, accomplishing administrative tasks, and otherwise performing work needed to deliver programs and services to our members. It operates as a “Sangha within the sangha,” seeking to embody Buddhist principles and practices in every facet of our interactions and initiatives, supporting each other and deepening our own practices in the process.

**BOARD SERVICE COMMITMENT PLEDGE**

*All individuals appointed to the Williamsburg Buddhist Sangha Board of Directors are asked to sign the pledge below, as an acknowledgement of their understanding of the responsibilities that accompany Board service and their commitment to fulfill those responsibilities in a manner consistent with WBS values. This pledge need not be signed until a formal offer of Board membership has been made.*

I, , recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the Williamsburg Buddhist Sangha, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations of my role as a board member.

# MY ROLE:

I acknowledge that my primary role as a board member is (1) to contribute to supporting the organization’s mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of Board Member and/or Officer as stated in the bylaws.

My role as a board member will focus on the development of broad policies that govern the implementation of organizational plans and purposes. Given that the WBS is made up solely of volunteers, I recognize that as a board member I will be expected to participate in the implementation of various activities of the organization

# MY COMMITMENT:

I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.

# I PLEDGE:

1. To establish as a high priority my attendance at all meetings of the board, committees and task forces on which I serve.
2. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
3. To work with and respect the opinions of my peers who serve this board, and to leave my personal prejudices out of all board discussions.
4. To always act for the good of the organization.
5. To represent the Williamsburg Buddhist Sangha in a positive and supportive manner at all times and in all places.
6. To observe the parliamentary procedures and display courteous conduct in all board, committee, and task force meetings.
7. To avoid conflicts of interest between my position as a board member and my personal/professional life. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have conflict.
8. To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
9. To agree to serve on at least one committee or task force, attend all meetings, and participate in the accomplishment of its objectives. If I chair the board, a committee, or a task force, I will:
   1. Call meetings as necessary until objectives are met.
   2. Ensure that the agenda and support materials are mailed to all members in advance of the meetings.
   3. Conduct the meetings in an orderly, fair, open and efficient manner.
   4. Make committee progress reports/minutes to the board at its scheduled meetings, using the adopted format.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as board member/officer, or apply for a leave of absence.

Board member signature Date