

Tacoma Buddhist Temple

STANDING COMMITTEES

01-26-2011

Administration

Charter

“The administration committee shall maintain the temple's calendar and shall oversee day-to-day temple operations”

Board Member Assignment

Two Directors

Information (What needs to be remembered by the Committee to perform its duties)

1. Information about Temple events at least two years in advance.
2. Inventory of office consumables (paper, staples, etc.)
3. Inventory of office equipment.
4. Daily log of administration activities.

Duties

1. Maintain calendar of Temple events:
 - a. Update calendar for events for current year plus at least one year in advance.
 - b. Archive calendar events at the end of each year.
 - c. Includes NW District and BCA events.
2. Track and replenish office supplies.
3. Log administration activities on daily basis.
4. Maintain and replace office equipment.
5. Oversee temple office management.
6. Direct communications (mail, email, fax, phone messages) to appropriate person, organization or committee.
7. Coordinate office management with minister.

Inputs (What is required by the Committee to perform its duties)

1. Upcoming event information from minister, temple president, BEC, BOD and other temple organizations.
2. Communications to Temple (mail, email, faxes, phone messages).

Outputs (What is produced by the Committee when performing its duties)

1. Snap shots of temple calendar.
2. Two month calendar of events for publication in Myokyo and on website.
3. Activity Report for Board meeting

Tacoma Buddhist Temple

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~~01-26-2011~~

2/17/2011

Buddhist Education

Charter

“The Buddhist Education committee shall assist the resident minister to oversee the Temple religious education program.”

Board Member Assignment

Two Directors

Information (What needs to be remembered by the Committee to perform its duties)

1. Constituency: The committee members shall consist of Temple members who are interested in assisting the resident minister in establishing and promoting programs in the Jodo Shinshu tradition.
2. Program descriptions/formats for:
 - a. Services
 - b. Study sessions
 - c. Seminars/retreats
3. Library of Buddhist literature, including service books.

Duties

1. Assist the resident minister in:
 - a. Reviewing and updating service program descriptions/formats.
 - b. Selecting visiting speakers for seminars, retreats and major services.
 - c. Arranging accommodations, receptions, honorariums, etc. for visiting ministers/speakers.
 - d. Establishing program descriptions/formats for major services.
 - e. Organizing programs for seminars and retreats.
2. Provide meaningful services, study classes, seminars, retreats, etc.
3. Maintain Temple library of Buddhist literature.

Inputs (What is required by the Committee to perform its duties)

1. Consultation with and directions from resident minister.
2. Master calendar of events.

Outputs (What is produced by the Committee when performing its duties)

1. Notices of upcoming programs to Outreach committee.
2. Notice to Treasurer for orei and pay/fee expenses.
3. Activity report to board