

# TBC Governance

## ▶ Proposal

TBC Annual General Meeting

November 14, 2021

# General Principles

## Survey affirmed governance model of:

- Community Meetings and AGM's set the overall direction. The Steering Committee should be able to make decisions to implement that direction.

## Other considerations:

- The Board, as defined in the by-laws, has legal responsibilities and authority
- The Steering Committee is accountable to the community through AGM's and Community Meetings, and has a responsibility to be transparent in its decision making
- Importance of spreading the work around and avoiding burnout
- Need to support and empower individual leads and facilitators

# Proposal:

Community Meetings and AGM's set the overall direction.

The Steering Committee implements that direction and manages TBC operations between AGM's.

The Steering Committee is run by the Board of Directors and includes members with other leadership roles within TBC.

## ▶ Membership

- ▶ Open Meeting, general community is invited to attend
- ▶ Voting members are people who have participated in TBC activities in the previous year

## ▶ Roles

- ▶ Elects Board Members
- ▶ Confirms Committee Leads
- ▶ Sets strategic direction for TBC, including:
  - ▶ Major changes to programs
  - ▶ Mission Statement
  - ▶ Charitable Status
  - ▶ Membership
  - ▶ Annual Budget

# Annual General Meeting

# Steering Committee - Role

- ▶ Role:
  - ▶ Meets regularly between AGM's to manage TBC operations
  - ▶ Makes decisions about program delivery. Examples:
    - ▶ Selecting Sunday Facilitators, choosing a location, providing remote access
    - ▶ Frequency and location of DOM's
    - ▶ Authorizing expenditures
    - ▶ Approving new initiatives
  - ▶ Supports Committee Leads
  - ▶ Consults with the TBC community as needed
  - ▶ All Steering Committee members can vote at meetings

# Steering Committee - Composition

## 1. Board of Directors

- President
- Vice President
- Treasurer
- Secretary

## 2. Leads

- Areas:
  - Sunday Facilitation
  - Days of Mindfulness
  - Sunday Monastics
  - Diversity and Inclusivity
  - Communications
  - Technical

## 3. Other

- Member at Large

The following slides describe the roles of each of these

## ► Roles

- Responsible for running Steering Committee meetings, including:
  - Schedules meetings
  - Sets agendas and records minutes
  - Chairs meetings
- Schedules and runs AGM
- Calls General Community Meetings as needed and runs them
- Makes urgent decisions between Steering Committee meetings as needed
- Are elected at AGM's for 2 year terms, which can be renewed if needed

# Steering Committee: 1. Board of Directors

# Steering Committee: 2. Leads

- ▶ Roles:
  - ▶ Are members of Steering Committee and can attend meetings if they want to
  - ▶ Can ask for direction or raise issues with Steering Committee
  - ▶ Make implementation decisions in their specific areas, under the direction of the Steering Committee. Examples:
    - ▶ Selection of teachers for DOM's and Sunday sessions
    - ▶ Chants used, taking precepts
    - ▶ Website changes, social media updates, newsletter content



- ▶ Roles:
  - ▶ Attends Steering Committee meetings
  - ▶ Can raise issues with Steering Committee
  - ▶ Opportunity for new member or other interested person to participate in TBC governance

## Steering Committee: 3. Member at Large

# Accountability and Transparency

- ▶ **Accountability**
  - ▶ Board Members are elected at AGM's for 2 year terms
  - ▶ All participants in TBC activities are invited to be voting members at AGM's and Community Meetings
  - ▶ Leads and Member-At-Large are voting members of the Steering Committee
- ▶ **Transparency**
  - ▶ Steering Committee agendas and minutes to be posted online

# Process:

