

## Twin City Vipassana Collective (TCVC) Volunteer Positions

It has been the tradition of TCVC that those who serve are given a wide latitude in regards to how they choose to give of their time and resources to the organization. At the same time, the board expects all volunteers to abide by TCVC bylaws and policy, and to perform the minimal tasks necessary to fulfill the needs of the organization in various roles.

The following descriptions of volunteer positions serves as a guide; in many cases some of the functions are performed by other volunteers—or not at all. It's the intention of the organization to honor the gift of time and effort that each person offers as an expression of their spiritual practice and allow that gift to take the unique shape of the individual. TCVC's activities may thus expand and contract along with the energy and interests of its volunteers.

Traditionally the organization has functioned as a council-style collective, with each board member having an equal opportunity to facilitate meetings and provide meaningful leadership to the organization. While the TCVC board functions as a collective, the registration process and management for each retreat is directed by volunteers who are given the authority along with the responsibility of handling the registration process and managing the retreat.

While the TCVC board may arrange for training, mentorship and helpers for the registrar and manager, registrars and managers are empowered to form their own support team. Registrars and managers are expected to ensure that the policies of TCVC, as stated in the registration and management instructions, are followed, with all policy exceptions approved by the board.

While retreat registrars and managers perform a core function of the organization in sponsoring retreats, the responsibilities do not overlap with positions on the board. While one person may serve as registrar or manager many times, the role is considered a one-time volunteer position for a specific retreat, and not an ongoing volunteer or board position. The responsibilities of the registrar and manager are described in respective registrar and manager instruction documents elsewhere.

This information is intended to orient new board members and volunteers to the service offered by individuals, but not as a required set of tasks. It's the intention of the organization to allow for as much flexibility as possible as the recipient of valued time and energy of the individuals who serve.

### Retreat Coordinator

- Receives input from board on teachers and venues to schedule retreats.
- Schedules retreats with teachers and retreat center.
- Serves as primary liaison between TCVC and retreat center overall, and may serve as liaison for a specific retreat prior to a retreat manager taking responsibility for retreat coordination.
- Serves as primary liaison between TCVC and teachers overall, and may serve as liaison for a specific retreat prior to a retreat manager taking responsibility for retreat coordination.
- Updates manager's instructions.
- Oversees retreat management process.
- Works with newsletter and website coordinators to publicize retreats.

## Treasurer

- Writes checks, makes bank deposits and reconciles checking account.
- Maintains financial records and provides treasury report for publication in newsletter, at annual meeting and as needed by the board at other times of the year.
- Updates registrar instructions and oversees registration process.
- Monitors [retreats@email.com](mailto:retreats@email.com) email address when there is no registrar or the registrar has not yet been oriented.
- Works with retreat registrar to make deposits and process cancellations or other refunds.
- Signs contract with retreat centers and makes deposits for retreats.
- Negotiates rates at retreat centers.
- Sets retreat fees for participants.
- Reconciles fees paid and due to the retreat center, and ensures that this bill and all other outstanding bills are paid at the end of each retreat.
- Works with newsletter and website coordinators to solicit donations for the organization.

## Newsletter Coordinator

- Coordinates and lays out content for the newsletter.
- Reviews content with TCVC board.
- Generates electronic copy of newsletter for website and print center.
- Coordinates newsletter print production, mailing and delivery of extra hard copies for distribution to other venues including Common Ground Meditation Center.

## Website Coordinator

- Coordinates content for the website and email communications.
- Updates website retreat information and other content as directed by board.
- Sends out email to mailing list to distribute electronic version of the newsletter and otherwise publicize retreats.

## Secretary

- Keeps records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, and distributing copies of minutes and the agenda to each board member.
- Confirms the date, time and location of regular meetings, and communicates to board and membership.
- Maintains the membership list.
- Oversees the maintenance of the mailing list and email list.
- Maintains organizational records and documentation, including documentation needed to maintain non-profit status, as well as historical records. These documents include the Articles of Incorporation, Bylaws, Conflict of Interest Policy and TCVC Policy Document.

## Audio Engineer

- Purchases and rents audio equipment.
- Maintains audio equipment set up and recording instructions.
- Sets up the equipment at the retreat or trains others on the setup.
- Overseas recording of teacher talks.
- Edits teacher talks and provides files to Dharma Seed and the TCVC Website coordinator.

## Mailing Coordinator

- Updates mailing list names, addresses, phone numbers and email addresses using input from retreat registrations, [mailings@tcvc.info](mailto:mailings@tcvc.info) and [info@tcvc.info](mailto:info@tcvc.info) emails, and US postal mail updates and requests.
- Responds to inquiries from [mailings@tcvc.info](mailto:mailings@tcvc.info) and [info@tcvc.info](mailto:info@tcvc.info) emails or forwards as needed.
- Provides mailing list to Newsletter Coordinator for mailing.

## Volunteer Coordinator

- Solicits new volunteers to serve on board and other volunteer activities including retreat manager, retreat registrar, volunteers for mailing, and any other volunteer needs as identified by the board.
- Organizes the annual meeting including the date, time, place, agenda and facilitator.
- Works with newsletter and website coordinators to solicit volunteers and publicize annual meeting.
- Updates Volunteer Positions document (this document).