

ZCNYC Advisory Council to the ZMM Board

Purpose:

The purpose of the ZCNYC Advisory Council is to provide updates, give advice, and make recommendations to the ZCNYC Abbess, Abbot or Guiding Teacher, and the Director of Operations on matters pertinent to the smooth running, operation and maintenance of the Fire Lotus Temple. ZCNYC, while a branch of ZMM, is distinct from the monastery itself because of its location, its reliance on lay sangha, and its more direct access to a diversity of people and resources. The Advisory Council seeks to leverage these distinctions to support city practitioners in a way that is unique and in harmony with the teachings and practices of the Mountains and Rivers Order (MRO).

Duties & Responsibilities of the Advisory Council:

- Provide input into long term objectives of programming for ZCNYC and give input on programming needs
- Advise on staff operations and needs
- Advise on facilities and maintenance issues
- Advise on ZCNYC budgetary needs above \$5,000
- Advise on community engagement
- Advise on social activities designed to strengthen the sangha
- Review and advise on any decisions of the ZMM Board that directly affect ZCNYC prior to ZMM Board finalizing such decisions
- Keep the Abbot of the Monastery abreast of items being reviewed in the Council (via meeting minutes and discussions with the Abbess, Abbot or Guiding Teacher of ZCNYC), and offer input and guidance to the Council as necessary.

Positions/Membership

The Advisory Council will consist of the following:

- There will be no more than 10 members of the Council.
- Council members must maintain an active practice and presence with ZCNYC. Should a Council member's practice or presence lapse, the ZCNYC Abbess, Abbot, or Guiding Teacher will consult with the Council members and speak with the individual to determine the best way forward (for example, resigning council membership or resuming participation).
- No more than 4 members of the Council will also be members of the ZMM Board.
- A majority of members must be formal students of the MRO.
- Membership on the Council can be proposed by the Abbess, Abbot or Guiding Teacher, or by active members, but will be subject to collaborative discussion. Final decision-making on new members rests with the ZCNYC Abbess, Abbot, or Guiding Teacher.
- Any person holding ongoing staff or managerial responsibilities at the ZCNYC (as recognized by the ZCNYC Abbess, Abbot, or Guiding Teacher) will be invited to be a member of the Advisory Council.
- If possible, there will always be at least one member who has knowledge and skills relating to the physical conditions and maintenance of the Fire Lotus Temple building and grounds.
- The ZCNYC Abbess, Abbot, or Guiding Teacher will be a member of the Advisory Council.
- The Director of Operations of ZMM will be an ad-hoc member of the Advisory Council, attending meetings as requested by the Advisory Council.

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- One person will be designated as the Secretary to serve for a period of two years.
- We aspire to have the Council membership represent the population of New York City, which at present is around 70% nonwhite, while recognizing that the sangha itself is not yet representative of the surrounding community. In the meantime, the Council will make every effort to have a minimum of three members who identify as BIPOC (Black, Indigenous, or Person of Color) and one member who identifies as LGBTQ+.

Terms of Service:

Members of the Advisory Council will serve a minimum of two years and a maximum of three years with the possibility to renew their membership, with the approval of the Council, for another 3 years.

The initial Council members will serve until the end of January 2023. Thereafter, a staggered schedule of terms will be established.

The ZCNYC Abbess, Abbot, or Guiding Teacher will serve on the Advisory Council for as long as they are Abbess, Abbot, or Guiding Teacher. Any person holding ongoing staff or managerial responsibilities at the ZCNYC may serve for as long as they hold those positions and will be eligible to serve regular terms after leaving their respective positions.

Meetings:

The members of the Advisory Council will meet once per month to discuss the needs, projects, maintenance, programming requirements of the Fire Lotus Temple and the ZCNYC sangha generally.

Meetings may be held more or less often if deemed appropriate by the ZCNYC Abbess, Abbot, or Guiding Teacher, but in no case shall the Council meet less than quarterly.

The Secretary will keep notes of the meetings, circulate the agenda ahead of time after soliciting agenda items from members and share the meeting notes for approval by the members. The meeting notes will be made available upon request to the ZMM Board.

Members are responsible for reading the meeting notes ahead of the meeting and any other supporting documentation.

Reporting:

The Secretary of the Advisory Council, with the assistance and collaboration of other members, will prepare a quarterly report to the ZMM Board that presents the major issues discussed, decisions made and any items that require ZMM Board action. The Secretary will attend the ZMM Board meetings to present this report.