



SAN FRANCISCO ZEN CENTER

## Corporate Secretary Work-Practice Position Job Description

**Title of Position:** Corporate Secretary  
**Date:** June 15, 2023  
**Department:** Administration/Board  
**Reports to:** President  
**Supervises:** None  
**Consults with:** Officers, Directors, Board of Directors (and Board Chair), Abbots Executive Group, Governance Committee, Abbot's Council, Central Abbot, and other people and groups as necessary  
**Term:** 3-5 Years  
**Level:** 5  
**Invited by:** SFZC Board of Directors  
**Work Status:** Full Time

**Please note:** This is a work practice position and will require residency at SFZC. Qualified individuals, including former residents interested in moving back to SFZC, are welcome to apply.

### Position Summary:

The Secretary reports to the SFZC President, and, as determined by the President, the Secretary will function as a team-member in collaboration with the other SFZC Officers and Directors to implement the strategic planning goals and objectives. The Secretary hosts and coordinates the scheduling and communications functions for various SFZC meetings. The Secretary attends and keeps minutes for the SFZC Board of Directors, Officers and Directors, and other committees as decided by the Board Chair and President.

### Tradition and Practice:

In the Eihei Shingi, Dogen Zenji says, "Temple administrators and department heads should not simply give priority to purity. Definitely only those who embody the Way should be selected to fill these jobs." Commenting on this statement, the translator says, "Dogen here indicates that pure intentions (as well as views of purity) without energetic function are not sufficient."

The Shingi also says, "Without taking things as large or small, consult with people before taking care of business. That is exactly acting for the sake of the public. Although you conduct deliberations, if others' words are not considered, it is as if you did not consult them," and "... not to sell cheaply or debase the worth of the ordinary tea and rice of the Buddha ancestors' house is exactly the mind of the Way."

### Work Practice:

The Secretary should be a mature and stable practitioner who has a thorough knowledge of SFZC organizational structures and functions, and is dedicated to the accomplishment of SFZC's mission. Since

the Secretary keeps the SFZC corporate record and acts as “the memory” of the organization, the practice is very much about paying attention to details and maintaining order.

They should be at ease working with people, comfortable interacting with individuals at all levels of the organization, and have the ability to be an effective and positive member of a team effort. As the Secretary keeps written minutes and records of different Board and administrative meetings, this position requires a person who is well-balanced in their relationships with other individuals and issues across the organization, and who is able and willing to maintain the confidentiality of what is discussed in those conversations and meetings, especially regarding names of individuals. The practice of being in many meetings will provide myriad opportunities to witness challenges and develop the strengths to fulfill the Bodhisattva vow, precepts, and paramitas.

### **Key Areas of Responsibility:**

The duties of the Secretary fall into several broad categories, as outlined below.

#### PERFORM DUTIES AS PRESCRIBED BY GOVERNANCE AND LEGAL REQUIREMENTS:

- The Secretary is the keeper of SFZC’s corporate seal and records; primary contact, recipient and author for corporate correspondence.
- The Secretary coordinates scheduling, communications, and other preparation for key organizational meetings. Key organizational meetings for which the Secretary keeps minutes, maintains records, and helps develop and prepare background materials include: SFZC Board of Directors, Everyday Board of Directors (Greens Restaurant), Officers and Directors, SFZC Board Governance Committee.

#### GENERAL ADMINISTRATION AND SUPPORT:

- Support effective organization-wide management processes and procedures as well as provide general support/counsel to the Director of HR, President, and Zen Center administration.
- Maintain SFZC archives for documenting key leadership decisions, organizational reports, surveys, audio and video footage, and other relevant archival materials

#### ZEN SCHOOL:

- Maintain documentation and relationship with SEVIS and other Government Agencies for ongoing upkeep of SFZC’s vocational school status.
- Coordinate International Student applications, including approval and M1 (I-20) issuing.
- Coordinate all aspects of International Students documentation and entering to the United States. Maintain updated logs in the Student and Exchange Visitor Information System (SEVIS) website.
- Secure proof of alumni occupation in dharma related setting based on knowledge and training received at SFZC in to maintain the Zen School’s vocational status
- Liaise with SFZC president and spiritual leadership to identify and fulfill School Status document and filing requirements, such as school transcripts and catalogs prepared and maintained by spiritual leadership.

#### OTHER OPERATIONS:

- Oversee the preparation of the board’s annual calendar, roster and contact list, and manage effectively within this calendar.

## **Basic Qualifications and Work-Practice Experience and Skills Required or Substantially Equivalent**

### **Qualifications/Experience:**

- Candidates for this position need good people skills, including communication, maturity and stability
- Work in HR or a familiarity with various legal, compliance and training issues is helpful
- Candidates need flexibility to adapt to change and often stressful work situations
- Candidates must be an established and mature practitioner, with extensive residential practice at SFZC
- Practiced at two or more ZC temples, with at least 1 year at Tassajara
- May be a former Shuso
- Would have held at least one, if not more, of the SFZC Senior Staff positions
- Helpful to have had some experience in leadership, administrative, and managerial positions at SFZC
- Committed to advancing diverse, equitable, inclusive, and anti-racist principles and way of working
- Very organized, with an attention to detail
- Leadership abilities
- Enjoys working with people
- Comfortable with decision-making responsibility
- Excellent written and verbal communication skills
- Knows how to take care of themselves and their practice in a position that often demands more than can be accomplished each day
- Currently a resident at any temple of the San Francisco Zen Center or, if former resident, willingness to apply and be accepted in a staff position at SFZC

### **Equipment and Technology Skills Required:**

- Candidates should be able to manage all basic Microsoft Office programs and have the ability to use the web and apps like Google Docs effectively.