

San Francisco Zen Center

Work-Practice Position Job Description for Corporate Secretary

Date: August 2020

Title of Position:	Corporate Secretary
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, Board (and Chair), Strategic Implementation Team, and other people and groups as necessary
Term:	3-5 Years
Level:	5
Invited by:	SFZC Board of Directors
Work Status:	Half-Time

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 goals, objectives and strategies of the SFZC organizational plan. The Secretary hosts and coordinates the scheduling and communications functions for various SFZC meetings. The Secretary attends and keeps minutes for the Board, 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 is the note taker for many types of conversations, 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.

The Secretary will have a good understanding of their work in the context of implementing SFZC's organizational plan and SFZC's DEIA initiatives, and will appreciate how the role greatly supports the smooth and orderly functioning of SFZC. Because the Secretary will be intimately involved with individuals throughout Zen Center and will serve as a vital part of our institutional memory, they will need to have the skills to support diverse community building.

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. These meetings include: SFZC Board of Directors, Officers and Directors, Strategic Implementation Taskforce, Board Governance Committee, Abbots' Executive Group (full-group meetings) and Abbots Council.

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.

OTHER OPERATIONS

- Oversee the preparation of the board's annual operating budget and calendar, manage effectively within this budget and calendar.

Qualities and Skills Required:

- Will have or will commit to developing skills to support diverse community building
- 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

Zen Center Experience:

- Candidate must be a mature and balanced practitioner, with preferably 5 years or more residential practice at SFZC
- Preferably 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

Work-Practice Skills Required:

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.

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.