**Chairman’s responsibilities and criteria**

**Introduction**

Essentially the responsibility of a Triratna Buddhist Centre Chairman is a spiritual one: they are responsible for the spiritual well-being of the local Mandala. In practice this responsibility manifests in two principal ways: legal responsibility and 'spiritual' responsibility.

**legal responsibility**

As chairman of the trustee body it is up to the chairman to see their charity is effectively and legally run. In order to do this they must be acquainted with charity law, ensure that the charity is run according to its constitution, and that all relevant laws and accounting procedures are correctly adhered to. They also need to ensure that all of the trustees on the council are aware of their responsibilities as trustees and that adequate attention is given to succession planning.

At the same time the Chairman needs to make sure they do not get caught up in administration and business at the expense of the spiritual welfare of the situation. They need to know how to delegate effectively and involve others.

**spiritual responsibility**

Essentially the chairman needs to act as a Kalyana Mitra to all in their Centre mandala, either directly or indirectly: to Order Members as well as to newcomers, friends and Mitras. Encouraging, inspiring and aiding others, they need to help create Sangha through the practice of the 4 Sanghravastus: Generosity, Kindly Speech, Beneficial activity and Exemplification. These will be effective in proportion to the effective-ness of the chairman. They need to help foster a spirit of Kalyana Mitrata throughout the whole Mandala.

The chairman should have an impact on the local area around the Centre - to see possibilities for establishing links with others in the local community.

The chairman needs to encourage those in their situation to identify with the whole Triratna Buddhist Community and not just their local Centre.

**Criteria for chairmen**

These criteria should not be thought of as a fixed set of rules to be applied unintelligently and rigidly. They are guidelines which ideally a chairman would fulfil.

* Preferably an Order Member for 5 or more years
* In regular attendance at Order Gatherings - chapter meetings, Order weekends, conventions and retreats
* In effective contact with Bhante and members of the Preceptors College
* With good friendships with Order Members
* With no serious doubts or reservations about the Triratna Buddhist Community or Order
* With some proven ability to hold a position of responsibility within Triratna
* Able to act as a Kalyana Mitra and work with a wide range of people
* With a good understanding of the principles and practices of the Triratna Buddhist Community and Order
* With a good Dharma Knowledge
* With a regular and effective meditation practice