

Chinmaya Mission, Flint

CMF Board of Director's Responsibilities

1. The Board of Directors is responsible for carrying out the Chinmaya Mission vision, developing the overall policies of CMF and looking at the future well-being of the CMF.
2. The Directors should:
 - a. Attend all Board of Directors meetings (joint meetings and Annual Devotee meeting).
 - b. Advise/Guide Chairperson as required.
3. Secretary of the Board of Directors should maintain clear, precise minutes of the meetings and provide the proper report to all Directors.
4. Secretary of the Board of Directors should, as a courtesy, call/email all Directors to remind them of meetings at least one week prior. However all Directors should know the meeting schedule ahead of time and should not wait for the secretary's call/email.
5. The President or designated member should e- mail the summary minutes of all the meetings to Poojya Guruji annually.
6. When any Chinmaya Mission Swamiji / Swamini / Brahmachari / Brahmacharini / Acharya - is in town, Board of directors should make a point to meet him or her.
7. Chairperson of the Nomination Committee shall be the previous President of the CMF Board of Directors. The term of this chairperson is one year. The chairperson will inform the names of the new directors to the Board.

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CMF Chairperson Responsibilities

1. Chairperson of each committee is responsible for carrying out the day-to day operations of CMF
2. The Chairperson should
 - a. Conduct committee meetings at least 4 times/year. Each meeting should be conducted prior to the Joint Meeting with the Board of directors.
 - b. Attend the Joint Meeting with the Board of directors as scheduled. If chairperson can not attend the meeting, he/she should send a representative with 2 copies of the minutes from the committee's meeting
 - c. Nobody should leave the meeting, until the President adjourns the meeting.
 - d. Maintain Expenses for Committee
 - i. All receipts for expenses should be collected by chairperson
 - ii. Chairperson should submit receipts to the Finance Committee chairperson or Bookkeeper.
 - e. Monitor budget for committee
 - f. Follow the guidelines set forth by CMF Board i.e. Each committee should administer any decision from the Board.
 - g. Inform all committee activities/projects at the Joint Meeting with the Board of directors meetings and make sure that appropriate committees are involved i.e. Finance, Building, religion etc.
 - h. Bring **2 copies of minutes** from committee meetings to be given to the secretary of the Board of directors.
3. The Chair person of each committee should report the minutes of the Committee to the Board, and also any issues that require the Board approval or guidance.
4. When issues develop in the individual committee during the interim of the joint meetings, the chairperson shall contact the president, who will take it to the board.
5. The decisions of the Board meetings should be reported back by the President to the respective committee Chairperson for implementations.
6. The Committee Chairperson should then relay back to their respective committee members any feedback from board of directors.

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7. When any Chinmaya Mission Swamiji / Swamini / Brahmachari / Brahmacharini/ Acharya is in town – make a point to meet him or her.

Basic Committee Interactions:

- All expenditures should be coordinated by Chairperson and be given with the detail receipts to Treasurer / Finance Committee chairperson or Book-keeper.
- All permissions to use CMF Tapovanam should go through the Building Committee. This includes:
 - Rental of hall
 - Committee Meetings
 - Regular meetings such as Devi Bhajans or Peace Committee meetings.
 - Any Rehearsals, practices, etc.
- All notifications to our members, like - announcements, functions etc. should be given to the Publication committee in time for publication either in the Doot or a special letter or the web. Publication committee should have budget for postage and mailing lists etc. Publication Committee should provide a calendar of the Doot publication dates along with deadline for receiving the material to be published to all the Chairpersons in the beginning of the year to facilitate smooth operation.
- Publication Committee will maintain the CMF membership list. Education Committee Chairperson, Treasurer and Publication Committee Chairperson need to co-ordinate and communicate with each other in keeping the membership list up-to-date.
- Religion Committee and Education Committee will co-ordinate the Cultural activities.

The Chinmaya Mission Vision:

To promote the inner transformation of individuals through knowledge of Vedanta, spiritual practices and service to society resulting in a happy world around them.

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Chinmaya Mission Pledge:

We stand as one family
Bound to each other with love and respect.

We serve as an army,
Courageous and disciplined,
Ever ready to fight against all low tendencies and false values,
Within and without us.

We live honestly the noble life of sacrifice and service,
Producing more than what we consume,
and giving more than what we take.

We seek the Lord's grace,
to keep us on the path of virtue, courage and wisdom.
May thy grace and blessings
Flow through us
To the world around us.

We believe that the service of our country
is the service of the lord of Lords
And devotion to the people
Is the devotion to the supreme self.

We know our responsibilities.
Give us the ability and courage to fulfill them.

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WE CAN! WE MUST! WE WILL!