



Portland Insight Meditation Community

Portland Insight Meditation Center Board Member Job Description *Published by PIMC Board, August 2026*

The Board of Directors is legally responsible for all of the activities carried out at Portland Insight Meditation Community. The Board approves policies and budgets, approves strategic plans, oversees ethical guidelines of the organization, and delegates authority for overseeing operations.

Collectively, members of the Board should act in good faith and with a degree of diligence, care and skill which ordinarily prudent people would exercise under similar circumstances and in like positions. To serve in good faith, Board members should act with reasonable legal and fiscal prudence to avoid mismanagement or non-management. Individual members are not responsible for all aspects of the Board's obligations, but, while acting together, they must ensure that the Board formulates general policy and makes any decisions that affect the overall direction and focus of the organization such as:

- Establish and review PIMC's mission, programs, strategic goals, and ethical code.
- Oversee general operations to ensure good management:
 - Ensure that legal and tax requirements are met, records are kept, and minutes are recorded.
 - Assist in counting and managing cash donations made at PIMC events.
- Review regularly the budget and audit financial records.
- Make sure personnel, programs and operations are evaluated periodically.
- Review planning goals.
- Review personnel policies for paid and volunteer staff.
- Hire, support and evaluate paid staff and teachers:
 - Make policy and oversee management, but avoid counter-productive meddling in the work of staff and teachers.
- Ensuring continuity:
 - Nurture the current Board.
 - Cultivate and orient new Board members.
 - Participate as requested in development and fundraising activities.

Individually, a member of the Board should:

- Be an active, passionate supporter of PIMC.
- Assist in recruiting PIMC participants, donors, volunteers, staff and potential Board members.
- Be an advocate for PIMC by promoting the organization in the wider community.
- Participate in PIMC functions and encourage others to attend.
- Contribute:



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- Volunteer time, as one is able, firmly committing to specific tasks and doing what is promised in a timely manner.
 - Donate personally to annual, capital, and/or deferred gift programs in an amount that is significant to you.
- Participate in organizational decision-making:
 - Attend Board meetings regularly.
 - Come prepared to meetings.
 - Participate in meetings by speaking freely but respectfully, present well-formulated ideas, and act with deliberation.
 - Serve as lead contact and/or organizer for committees, groups and individual programs within PIMC, as necessary.
- Be knowledgeable:
 - Develop familiarity with PIMC history, facilities, bylaws, mission statement, policies, goals, programs, and strategic long-range plans.
 - Fill in “knowledge gaps” by talking with other board members and staff and/or obtaining pertinent written materials for review.
 - Know why you were asked to serve on the Board.

To Summarize Board Members’ General Responsibilities:

- Be an Active Supporter:
 - Be committed to PIMC’s mission.
 - Be a PIMC “goodwill ambassador” and tell the PIMC story to the broader community.
 - Assist in recruiting members, sponsors, and board candidates.
 - Be knowledgeable:
 - Be familiar with PIMCs history and operations.
 - Listen, question and evaluate thoughtfully.
- Set policies and priorities for the staff and teachers:
 - Differentiate between policy and operations.
 - Hire appropriate staff to implement policy, and set policies for hiring additional staff and volunteers.
 - Have vision for long range planning.
- Contribute time and money:
 - Make a commitment of money and time that is personally significant.
 - Attend Board meetings.

Terms of office are 3 years; maximum of 2 consecutive full terms. Terms for all officer positions (chair, vice chair, treasurer and secretary) are 2 years. Officers may be reelected without limitation on the number of terms the officer may serve.