

OPERATIONS MANUAL

General Guidelines for the Organization, Structure, and Management of TANC

Introduction:

At the advice of the Office of Tibet, New York [*then*], The Tibetan Association of Northern California (TANC) was founded on July 6th, 1990 on the auspicious birthday of His Holiness the Dalai Lama, by Tibetans residing in the San Francisco Bay Area. These founders of TANC shared a common vision of a single organization to help meet the needs and challenges of all Tibetans living in Northern California. *TANC mission is pursue with dedication the common goal of the Tibetan people-including activities to promote the Tibetan language and culture-under the guidance and leadership of His Holiness the Dalai Lama, and recognizing and respecting the Central Tibetan Administration as the legitimate representative of the Tibetan people.*

In keeping with this spirit, TANC chose “*Unity of Purpose, Strength in Diversity*” as its motto and accordingly adopted “*The Four Harmonious Friends*”, a legendary symbol for unity, harmony and peace as its logo.

TANC is a 501(c) (3) nonprofit tax-exempt organization with tax ID number 94-3350817.

Even in its early years, TANC made concerted effort to promote and preserve Tibetan language and culture. TANC also established Tibetan dance and music groups that studied under the volunteer tutelage of former TIPPA artists who reside in the San Francisco Bay Area. *TANC established full fledged Tibetan Language and Cultural Program in the year 2006.* In recent years, these endeavors have been expanded to include the growing numbers of Tibetans in Northern California. New projects have also been established, notably the Tibetan Scholarship Program and the recent acquisition of the community center.

As the scope and responsibilities of TANC increase, there is a need for guidelines that explain the organization, structure, and management of TANC. During the summer of 2011, this task was undertaken by an *ad hoc* committee. *The Operational Manual Drafting Committee in the year 2011 composed of Tenzin Tsedup (then President), Ngodup Tsering (Chair), Tsering Gyurmey (Secretary), Tashi Norbu, Kunjo Tashi, Ugyen Tsering, Jigmey Raptentsetsang, Thepo Tulku, Jigdol Ngawang, and Dolma Chuteng.*

It is noted that the content of this TANC Operational Manual has been discussed, deliberated and approved by the general membership and took effect on Tibetan Democracy Day, September 2, 2011.

Objectives of Operations Manual:

- 1) To describe the responsibilities of the general membership, Board of Directors, committees, and executive officers of TANC
- 2) To delineate guidelines for more effective and efficient administration of TANC with goals of consistency, transparency, and maximum participation of the general membership

Scope: This Operational Manual applies to all members of the TANC.

Members:

All Tibetans and their families residing in Northern California shall be considered TANC members.

Responsibilities of Members:

- 1) Members aged 18 and above shall pay an annual membership fee of \$20.
- 2) Members shall attend general membership and other meetings convened by the Board and may add agenda items as well as seek clarification regarding any and all decisions or actions of the Board of Directors.
- 3) Members shall participate in the selection of the Board of Directors through the democratic voting process *as established by TANC*.
- 4) Members are encouraged to take an active interest in TANC by volunteering to serve on committees and at TANC events.
- 5) Members are encouraged to pay Chatrel (Green Book) contributions without fail.

Privileges of Members:

- 1) Members aged 18 years and above shall enjoy the right to vote for the Board of Directors
- 2) Members aged 18 years and above are eligible to stand for election to the Board of Directors
- 3) Members also enjoy the right to decline to stand for the election to the Board of Directors.
- 4) Members enjoy opportunities to participate in various activities of the TANC.

5) Members enjoy discounted admission fees to select TANC events *and rentals* as approved by the Board. This shall be applicable only to those who are current with their payment of membership dues.

6) *Seniors above 65* and children 7 years through 17 years are eligible for discount entry fees to TANC events.

7) *The Board of Directors may waive membership dues based upon a member's inability to afford the due.*

8) *Members can stand for the election of board given he/she is a resident of Northern California at least for a year.*

General Membership Meetings:

There shall be at least two general membership meetings in a calendar year with a five month interval. The Board of Directors shall bring forth all matters that could not be resolved at the Board meetings for general membership's discussion and approval. General membership meeting notices shall be shall be *posted on TANC website and bulletin board* at least two weeks prior to the meeting and will include details about the agenda, venue, date, and time. Any *draft minutes and* resolutions passed in general membership meetings must be announced within a week *through TANC website and bulletin board.*

Decisions in the general membership meetings shall be taken by majority vote except in the case of removal of Board member(s) and amendments to TANC bylaws and/or Operations Manual which requires 2/3 majority of the total members present.

Conduct of Meetings; Format and Procedures:

TANC meetings will strive to follow the basic meeting conventions of Robert's Rules of Order.

The chairperson brings the meeting to order. The agenda is read out. Each item on the agenda is discussed, deliberated as necessary. Then a motion will be made and seconded. After this, all eligible attendees will vote on the matter. The passed or rejected motion is recorded in the minutes. The "draft minutes" of the meeting are *posted* and at the next meeting, the draft minutes are reviewed, discussed, accepted, rejected or changed and a Motion is made to accept the minutes "as is" or "as amended". This shall become the "official" Minutes of the last meeting and will be circulated and filed in the TANC office.

The chairperson must effectively moderate the discussions. Participants must be ready to speak but also to listen – so all sides of the issue is addressed. It is the chairperson's responsibility to encourage every individual to express their view even though the majority vote may or may not accept their view. Votes up or down are not personal but

different points of view make the discussions more meaningful and pertinent to the community.

Board of Directors:

There shall be 5-15 board of directors elected. The board of directors is responsible for carrying out the mission of TANC. The board of directors is therefore responsible for creating and overseeing organizational policy and practice. The board of directors shall exercise its power and conduct its affairs in accordance with the California Non Profit Public Benefit corporation law, the TANC Articles of Incorporation and Bylaws, Operations Manual and resolutions of the General membership Meetings.

Election to the Board of Directors:

New members of the board of directors shall be elected through a democratic process wherein TANC general members vote and those with the majority votes are elected. The election of new members for the board of directors shall occur during the His Holiness the Dalai Lama Birthday (Trung-kar) celebrations, as the largest number of TANC members tends to be present to participate in the election. *The hard copy of Election Results of TANC board with signatures of TANC Election Committee shall be documented at TANC office for one year until the next board election.*

Responsibilities of the Board of Directors:

The responsibilities of the board include, but are not limited to, the following:

- 1) Make policy and oversee the entire performance of the organization
- 2) Provide guidance and assistance to the general membership in fulfilling the mission of TANC
- 3) Perform any and all duties imposed on them collectively or individually by law, the Articles of Incorporation, TANC By-laws, *Operational Manual* or by the resolution of the general membership.
- 4) *Approve the annual budget prepared by Treasurer/Accountant in consultation with Finance Committee of TANC.*
- 5) Develop and regularly update *short term and long term* plans for TANC.
- 6) Hold board of director's meetings and general membership meetings and ensure that committees meet as needed.
- 7) Appoint committees and *their chairpersons*, define their assignments clearly, for example, role, goals, terms, budget, etc. and oversee their performances.

8) *Hire employees/contractors*, describing their specific duties and terms of employment/*contract* including compensation if any; terminate such employees/*contractors* as needed.

9) Perform duties and services on a completely voluntary basis with no compensation.

10) *Salary of Teachers and Principal of Namchod Kyetsel to be determined by TANC board in consultation with Namchod Kyetsel Committee (NKC).*

11) *Contractual agreement to be signed between TANC and teachers, and contract term to be extended or terminated based on annual performance review and recommendation of NKC.*

Terms of the Board of Directors:

Members of the board of directors are elected for 2 year terms that begin on Tibetan Democracy Day, the 2nd of September. The official ceremony to introduce new members of the board of directors and thank the outgoing members of the board of directors shall be held every year on the September 2nd. No board members can be elected for more than 2 consecutive terms.

Transition between outgoing and incoming Board:

The annual transfer of books and responsibilities from one board of directors to the next shall be done in a simple ceremony involving both teams and it shall occur on 2nd September. However, actual physical transfer of the books, files, assets etc should be completed before the Democracy Day. *The Election Committee Chair shall ensure smooth transfer of power and remind the board to meet for the election of the new President and Secretary to be held before every July 31st. As per TANC tradition, the outgoing President shall conduct and preside over the election by convening a meeting of incoming and continuing board members by July 31st. In absence of or he/she is seeking for re-election for the president post, one outgoing board shall be designated by the board to conduct the election. The newly elected/incoming President will distribute the roles and responsibilities of rest of the board members. The incoming board shall start shadowing the outgoing board from August 1st. Furthermore, the financial transition shall be completed by August 31st. If a newly board-elect resigns, the resignation will be effective immediately.*

An internally reviewed balance sheet prepared (up to 3rd week of August) shall be signed by both the outgoing and the incoming Presidents. If the current President is serving another year, then one of the newly-elected designated members of the new board shall counter-sign the balance sheet. The *Election Committee Chair* shall bear witness and sign as such. There shall be 3 signatures on the balance sheet.

This shall be followed by the *Election Committee Chair* offering traditional scarves (khatags) to all the members of the out-going and in-coming boards on behalf of the community.

The rest of the agenda for the Democracy Day celebrations will follow this ceremony.

Continuity of the Board of Directors:

In order to maintain continuity between administrative terms of elected board members, such terms shall be staggered so that some current board members' terms overlap with the newly elected members of the board of directors.

Resignations of a member of the Board of Directors:

Any member of the board of directors may resign by giving *notice to the effect, at least one month in advance to the President.*

Termination of a member of the Board of Directors:

A board member shall be dropped for excess absences from the board meetings. If a board member has three unexcused absences from board meetings in a year he/she shall be dropped. A board member may also be removed for other reasons such as misuse of public funds or involvement in any activity detrimental to the organization's reputation and credibility. Such removal can be done by 2/3 majority of votes of General Members present.

Method of Replacing Vacant Seats on the Board of Directors:

Vacancies on the board of directors may occasionally arise due to resignation, termination, or medical hardship or death of a current board member. Vacancies may also occur when the board of directors decides to increase its size.

Vacancies thus caused shall be filled from the remaining names on the list from last election. This list is to be maintained by the president/secretary at the TANC office. If for any reason the list is unavailable or has been exhausted, the board of directors shall ask the TANC election committee to conduct fresh election and convene a GB meeting for the purpose.

Board of Directors Meetings:

The board of directors shall meet periodically, as needed. Meetings shall be presided over by the president and in his/her absence, shall be presided over by the vice president. In the absence of both these persons, the directors attending the meeting shall choose one from amongst them to chair the meeting.

Quorum:

The quorum for meetings of the board of directors is 2/3 of the board members, without which the meeting can not pass any motion. However, if the meeting begins with the necessary quorum but loses numbers due to early departures, the meeting shall be considered as having necessary quorum and business can be transacted. Decisions can be made with a simple majority vote except in the case of removal of board member(s) and amendments to the bylaws and operational manual where 2/3 majority is needed. The President shall exercise his/her casting vote in case of tie vote.

In rare and urgent circumstances, decisions may be made by the board without meeting in person as long as the majority members of the board give their written approval of the decision (for example, via e-mail). Such approval is recorded by the secretary and maintained in TANC files.

Officers of the Board of Directors:

After each election of new board of directors, the *outgoing President or a designated member of the outgoing board (if current President is seeking re-election of President)* shall convene a meeting of the continuing and newly elected board for facilitating the election of the President and Secretary from amongst the new board members. *The Election shall be done either by secret ballot or voice vote as decided by the board of directors.*

The new President then assigns the responsibilities to other members of the board as per their interest, and experience.

Term of President and Secretary:

There shall be an election every year for the office of President and Secretary.

The President

The president is the chief executive officer of TANC and subject to the control of board of directors. The President holds primary responsibility to supervise and administer the affairs of the organization.

The responsibilities of the President include, but are not limited to, the following:

- 1) Preside over all meetings of the board of directors, special meetings and general membership meetings.
- 2) Execute on behalf of TANC any deeds, mortgages, bonds, contracts, or checks with the approval of the board and/or the general membership meeting as the case may be.

- 3) Maintain contact with the Office of Tibet in *Washington D.C*, and *North American Chithues* and represent TANC in all meetings convened by the Office of Tibet.
- 4) Represent TANC, when requested, during meetings with local Tibet Support Groups and other Tibetan Associations, and Tibet-related NGOs as approved by the Board.
- 5) Has discretionary power to sanction up to \$100 twice in any three months period.
- 6) Co-sign all TANC checks, along with the Treasurer/Accountant
- 7) In his/her absence, assign the vice president or another representative to attend various meetings with the board's advice and approval.
- 8) *To assigns the responsibilities to other members of the board as per their interest and experience.*
- 9) *The President shall ensure TANC activities are in compliance with TANC By-law and Operational Manual.*

The Vice-President:

The Vice-President is selected from amongst the board members.

The responsibilities of the Vice-President include, but are not limited to, the following:

- 1) Assist the President in carrying out all of his/her duties as described above.
- 2) In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall assume all the responsibilities of the president.
- 3) Carry out other duties as assigned by the board of directors

The Secretary:

The Secretary is elected from amongst the board of directors.

The responsibilities of the Secretary include, but are not limited to, the following:

- 1) Maintain all TANC documents such as the TANC Articles of Incorporation, By-laws, Operational Manual, Records and Notes from all TANC meetings in the TANC office. Such documents are to be filed and maintained in a way that facilitates easy retrieval, when needed. (*Refer to Appendix A. TANC Filing Guidelines*)
- 2) Assume the role of the custodian of all TANC records as well as the seal of TANC. The seal is affixed to all duly executed documents.

- 3) Keep an updated notebook of minutes from all meetings of the board of directors, as well as from general membership meetings and any special or emergency meetings.
- 4) Handle all correspondence for TANC keeping copies of said correspondence in files at the TANC office
- 5) Provide notice of meetings at least three weeks prior to general membership meetings via e-mail and/or a phone tree message system. The notice should carry information about agenda, venue, date and time of the meeting. However, in the event of emergency situations, urgent meetings can be called without the stipulated advance notice.

The Assistant Secretary:

The president shall select one of the board members for the position of assistant secretary.

The responsibilities of the Assistant Secretary include, but are not limited to, the following:

- 1) Assist secretary in the execution of his/her responsibilities.
- 2) Maintain updated records of TANC members with their current addresses, phone numbers, email addresses and their membership fee payments.
- 3) Perform all the duties of the secretary, if the secretary is not able or unavailable to perform the tasks due to sickness, out-of-area travels and any other unavoidable circumstance.
- 4) Assist treasurer/accountant in collecting and maintaining records of incoming annual membership dues
- 5) Perform any other duties as assigned by the board.

The Treasurer/Accountant:

The President shall assign this responsibility to a board member with necessary skills, experience and knowledge.

The Treasurer's responsibilities include, but are not limited to, the following:

- 1) Maintain TANC financial accounts and ensure they are organized and accessible in the TANC office
- 2) Disburse TANC funds as directed by the board
- 3) Maintain records of TANC's property and assets.

- 4) Provide financial updates to the board and GB meetings on regular basis.
- 5) Prepare and present the annual budget for TANC *in consultation with finance committee*
- 6) Arrange for TANC's accounts to be reviewed whenever needed and to file annual tax returns on schedule in consultation with the CPA. Returns must be filed by the 15th of the Fifth month after the end of the annual accounting period.
- 7) File statement of Information (Form SI-100). It is biannual. The filing of the form will be on even years) For online filing: <https://businessfilings.sos.ca.gov/> (TANC is exempted from federal income tax since May 2000)
- 8) To issue completed 1099 to all contractors who have provided at least \$600 in services, including teachers and principal.

Cashier:

The responsibilities of the Cashier include, but not limited to the following:

- 1) Take charge of all incoming funds and securities of TANC and deposit such funds in the bank or the trust selected by the Board of Directors
- 2) Make bank deposits
- 3) Receive and provide receipts for donations and contributions.
- 4) Make all TANC payments by checks except in circumstances wherein petty cash payment has been authorized by the President. In such events, a detailed record of the cash transaction must be noted with receipts filed in the TANC office.
- 5) The purchase/reimbursement of food or other items as approved by the board.

Event Coordinator:

There are regular events which must be organized in line with CTA and other special events organized by the board. A list of both the categories of events, being organized hitherto is appended. ([Appendix B: Events observed by TANC](#))

The responsibilities of the event coordinator, includes but not limited to the following:

- 1) Responsible for planning, preparation and organization of various TANC events.
- 2) Search and book venues appropriate for special events, e.g. teachings and initiations, concerts and performances and other large scale celebrations.

Membership Coordinator:

The responsibilities of the Membership Coordinator include, but not limited to the following:

- 1) Ensure collecting membership dues and keep updated membership book.
- 2) Encourage members to pay their due.
- 3) To issue physical ID card.
- 4) To set up membership collecting booth/table at major TANC events.
- 5) To report the membership due payment status to the board on the quarterly basis.

Chatrel (Green Book) Coordinator:

Chatrel is an annual token financial contribution from an individual Tibetan to the Central Tibetan Administration, Dharamsala.

The responsibilities include, but not limited to the following:

- 1) Liaise and follow guidelines of the Office of Tibet, *Washington D.C.*
- 2) Collect Chatrel and transfer it to the Office of Tibet, *Washington D.C.*
- 3) Should strive to enhance chatrel collection.
- 4) Maintain proper transactions of the chatrel collected.
- 5) Help fill up forms for new, lost or renewal of Green Book. (forms are available at <http://tibetoffice.org>)
- 6) Hand over Green Books received from OOT, DC to applicants
- 7) Be available every Sunday or every other Sunday (whichever the board decides) to collect chatrel.
- 8) Set up separate table for chatrel at the community gatherings.
- 9) Announce and remind the community of the chatrel collection dates and timings.

Namchod Kyetsel (NK) Coordinator:

The responsibilities of the NK coordinator include, but not limited to the following:

- 1) To coordinate with Principal and NK Committee to arrange for the teaching of Tibetan dance, song and music to our children and interested young adults.
- 2) Coordinate presentation of dance and music performance during TANC events and on other events to show case our culture and identity.

- 3) To inspire and galvanize our young kids into taking more interest in the Tibetan dance and music.
- 4) To take charge of the costumes, props, and musical instruments and prepare detail inventory of them.
- 5) Help raise funds to procure new costumes and instruments.

Cultural Coordinator:

The responsibilities of the Cultural coordinator include, but not limited to the following:

- 1) To coordinate TANC religious events with event coordinator.
- 2) To keep inventory of religious items.
- 3) To keep account of Shug-tri and altar offerings with cashier or any other board member
- 4) To make access to shrine (CHOE-KHANG) and monitor during gatherings
- 5) Condolence visit to the family of the deceased member.

Property Manager:

- 1) *Review existing tenant leases and draft new agreements*
- 2) *Assist the Board in setting appropriate rents*
- 3) *Track all maintenance issues such as - leakage, malfunction, breakage or items needing replacement - and take necessary and prompt action*
- 4) *Market the space for other revenue generating activities such as meetings, workshops, exhibitions, screenings, receptions, birthday parties, etc. in consistence with TANC Rental Policy.*

SOCIAL & CULTURAL SERVICES

1. Visit by the Heads of the religious sects of Tibet in the Bay Area:

In the event of the visit by the heads of the four Buddhist sects and Bon Tradition of Tibet to the bay area, the TANC Board shall officially receive them and organize teachings/initiations/talks for our members. The TANC will not be able to accord the same arrangements to other visiting lamas of any sects. However, if private individual(s) or group(s) intends to organize teachings/initiation/talk by the visiting spiritual teacher(s), at TANC community center, the TANC board can help send email announcement to its members regarding the event. The phone tree messaging facility, however, shall not be made available even upon payment of the expenses.

2. TANC shall receive *Chief Justice Commissioner*, Chithue Tsoktso (Speaker), *Sikyong*, Kalons (Cabinet ministers), and the 2 North America Chithues when they make official visit to Northern California.
3. TANC shall receive *other* CTA officials visiting the Bay Area on official tour *at the direction of Office of Tibet, DC*.

Condolence visit to the Family of the Deceased Member:

As a mark of respect, consolation and solidarity, the board shall offer donation of \$150 to the family of the deceased. The community members should be informed to attend the funeral. The concerned family may inform the board about the funeral details, place, date and time.

Emergency support to the affected members:

A representative of the Board will pay a courtesy visit to a member hospitalized for more than one week and make a contribution of \$100.

Similarly, when a member suffers from extreme hardship, such as permanent disability from an accident, or tragic loss of life and/or property due to a natural calamity, the board will raise donations and contributions to provide appropriate emergency support.

Finance:

Fiscal Year:

The fiscal year of TANC shall begin on 1st September and end on 31st August each year.

Annual Budget:

Treasurer/Accountant shall prepare and present the annual budget for TANC in consultation with Finance Committee.

Broadly, the purpose of budgeting is to:

1. Provide a forecast of revenues and expenditures, that is, construct a model of how our business might perform financially if certain strategies, events and plans are carried out.
2. Enable the actual financial operation of the business to be measured against the forecast.

It is therefore essential to prepare and pass a yearly budget in advance, and work towards running the organization accordingly. The annual budget of the TANC should be prepared during the months of *July and August* every year and the same should be made public after approving the budget in the first week of September, every year. Time permitting; the board may like to review the approved budget in six month's period.

The Guidelines for TANC Annual Budgeting Process and template is appended (Appendix C)

Internal Review:

The board shall arrange internal *review* of TANC accounts every year before the expiry of the board term, in order to provide more transparency to the financial situation of the organization. The community members with auditing skills and experience shall be approached to provide pro bono service or at best, pay a nominal fee.

COMMITTEES:

TANC Committees:

TANC Board of Directors appoints members to various committees and can establish new committees as and when needed. *The president shall take precaution while appointing committee members to avoid any conflict of interest.* A committee cannot act independently of TANC. However, a committee can propose an idea or activity to the Board or at a General Body Meeting. A committee can raise funds for its activities in consultation with Board, but all expenditures and activities must be approved by the TANC Board of Directors in advance. All funds received in TANC accounts are TANC money except where the TANC has agreed to be a conduit for receiving donations/contributions on other's behalf. A TANC Board member will be represented in each committee.

Standing Committees:

a) Executive Committee:

The Executive Committee shall be comprised of the following members of the Board of Directors: the President, the Vice President, the Secretary, and the Treasurer/Accountant. The Executive Committee must immediately inform the rest of the members of the Board of Directors about its decision via e-mail.

The Executive Committee may take decision(s) occasionally as necessary, except with respect to:

- (i) The approval of any action which, under law or the provisions of By-law and Operational Manual, requires the approval of the board members or of a majority of all of TANC members.*
- (ii) The filling of vacancies on the board or on any committee which has the authority of the board.*

- (iii) The fixing of compensation of the directors for serving on the board or on any committee.*
- (iv) The amendment or repeal of Bylaws, Operational Manual or the adoption of new Bylaws and Operational Manual.*
- (v) The amendment or repeal or any resolution of the board which by its express terms is not so amendable or repealable.*
- (vi) The appointment of committees or members thereof.*
- (vii) The expenditure of corporate funds to support a nominee for director after there are more people nominated for director than can be elected.*
- (viii) The approval of any transaction to which this corporation is a party and in which one or more of the directors has a material financial interest, except as expressly provided in Section 5233 (d) (3) of the California Nonprofit Public Benefit Corporation Law.*

The committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

b) Internal Advisory Committee:

The former Presidents of TANC shall serve in the Internal Advisory committee. The Committee shall have 3-5 members serving a two-year term on rotation basis, starting with the five most recent former Presidents. In the event a former president declines to serve or in absence, the previous president should be approached. The former TANC presidents shall serve in the committee from the most recent to the earliest period in sequence. The cycle shall follow once everyone serves a two-year term. The amendment shall be effective immediately starting 2017.

The committee members shall be available for advice/suggestions to the Board whenever needed. The committee can also offer advice and opinion, to the board, if deemed necessary. While such advice is not binding, it is the intent of the Board of Directors to learn from and consider the thoughts of the committee, especially in making critical or complex decisions.

c) Namchod Kyetsel Committee:

With the blessing of name by His Holiness the Dalai Lama, Namchod Kyetsel seeks to preserve Tibetan language, culture, music, performing arts and tradition of Tibet. The Namchod Kyetsel committee is comprised of the Principal, Namchod Kyetsel coordinator (as a board representative) and a representative of Parent's Association. The board may also appoint member(s) with expertise, experience, and skills in education field.

The Namchod Kyetsel shall be overseen by the TANC board and Namchod Kyetsel Committee.

Refer to addendum (Appendix D) for NK policy, role and responsibilities of Principal, Parent's Association and its Representatives.

Refer to Appendix E. Principal's and Teachers' contract agreement

d) Health Promotion Committee:

The Health Promotion Committee seeks to promote wellness and a healthier lifestyle amongst its members by offering linguistically and culturally sensitive health education program and services.

The responsibilities of the Committee include, but not limited to the following:

- 1) Organize two health camps a year (July and October) and follow up with the at risks members
- 2) Respond to queries made to the Community Health Hotline in a timely manner
- 3) Disseminate health related information, and play the important role of health promoters, educators, and health screeners in the community
- 4) Attend health fairs and related events as TANC representatives
- 5) Provide content and information for a health section on the TANC website
- 6) Fundraise and solicit both cash and in-kind donations for the Health Program
- 7) Be a mentor for members interested in pursuing a career in the healthcare sector
- 8) Maintain patients' health related information private and confidential.
- 9) *All member and its volunteers should take HEPA on-line training certification. TANC could bear the cost.*

e) Youth Development Committee

The Youth Program seeks to empower our young members, ages 11-21, through programs and activities that build self esteem, strengthen leadership skills, positively socialize with peers, enhance capacity to make informed and healthier life choices, and promote the ethic of community service.

The responsibilities of the committee include, but not limited to the following:

- 1) Attend regular committee meetings
- 2) Recruit mentors/men-tees, tutors, potential YPC members, and volunteers

- 3) Organize events, camps, career days, etc.
- 4) Prepare program plan and budget
- 5) Organize and collaborate with TANC board to organize at least one Fundraising event for Youth Program
- 6) Prepare an annual program report
- 7) Monitor and evaluate current programs/activities, and assess ongoing needs

f) Finance Committee:

The Committee shall be composed of members with necessary skills, experience and knowledge in accounting and bookkeeping. The current Treasurer/Accountant, Cashier and additional members as recruited by board shall be part of the committee.

The responsibilities of the committee include, but not limited to the following:

- 1) *To assist in developing TANC's annual budget.*
- 2) *To perform quarterly review of bookkeeping of TANC financial accounts*
- 3) *To offer advice and guidance to TANC Treasurer/Accountant and board on maintaining financial accounting of TANC in accordance to generally accepted accounting principles applicable to nonprofit organizations.*
- 4) *To suggest process improvements and implementations in financial bookkeeping.*
- 5) *To ensure financial accounting standards and accuracy.*
- 6) *Finance committee is not responsible for internal review.*

g) Resources and Development Committee (R&DC): Roles and Responsibilities:

A successful resources and development strategy requires strong and sustained support from a team of knowledgeable and dedicated individuals, who share the organization's mission. The role of the TANC R&DC is mainly to consolidate and realign the support from the local Tibetan community and our allies in other communities and possibly local businesses to further enhance the development efforts of TANC.

The responsibilities of the committee include, but not limited to the following:

- 1) *Provide guidance to the TANC board in developing TANC's annual outreach and development goals.*
- 2) *Provide strategic guidance and organizational support to TANC board with respect to the following TANC's outreach and fundraising methods:*
 - i. *Direct mail (letter appeals)*
 - ii. *Events/fundraisers*
 - iii. *Gifts and donations*
 - iv. *Community café initiative*

- v. *Festival participations (Himalayan Fair, etc.)*
- vi. *Other new and creative means of increasing our support network that can help lead to alternative fundraising ideas (expansion to local businesses/corporations, collaborative fundraising, raffles, crowdfunding, etc.)*
- 3) *Provide grants management support to the ongoing programs funded through foundation, corporate, and government grants.*
- 4) *Support TANC board with prospective research, proposal writing, and applications*
- 5) *Advise TANC board on the development of outreach marketing materials*
- 6) *Support TANC board with donor outreach and cultivation.*
- 7) *Support TANC board with the solicitation of corporate and private donations*
- 8) *With support from TANC board, closely coordinate with TANC committees on fundraising initiatives and campaigns.*
- 9) *Help TANC board build TANC's endowment fund*

Composition and Term of the R&DC:

The committee shall be composed of 5-10 members serving for a term of two years. The Committee comprise of the following members: TANC president and community members with knowledge and experience in fundraising, conducting prospective fundraising research, and grants management. The committee shall be co-chaired by the TANC president and one other member nominated by the committee members. The committee members to meet once during TANC's annual and mid-term budget review processes and consequently throughout the year as per various fundraising needs.

Special Committees:

a) Building Committee

The building committee seeks to supervise the renovation works, comply with city and legal requirements, maintain and upkeep the building, and help TANC Board raise funds to pay up the mortgage.

The committee's responsibilities include, but not limited to the following:

- 1) Assist the Board in enforcing the building use and safety policies.
- 2) Organize and help fundraising events related to the building.
- 3) Review existing tenant leases and draft new agreements.
- 4) Assist the Board in setting appropriate rents.
- 5) Track all maintenance issues such as - leakage, malfunction, breakage or items needing replacement - and take necessary and prompt action.

- 6) Market the space for other revenue generating activities such as meetings, workshops, exhibitions, screenings, receptions, birthday parties, etc. *in consistence with TANC Rental Policy.*
- 7) Review existing tenant leases and draft new agreements
- 8) Assist the Board in setting appropriate rents
- 9) Track all maintenance issues such as - leakage, malfunction, breakage or items needing replacement - and take necessary and prompt action
- 10) Market the space for other revenue generating activities such as meetings, workshops, exhibitions, screenings, receptions, birthday parties, etc. in consistence with TANC Rental Policy.

b) Local Election Committee:

The Board shall appoint a 7-12 member local election committee in May, every year, ideally representing different areas of Tibetan concentration, e.g. Vacaville/Sacramento Area, Berkeley/Albany/El-Cerrito/El Sobrante Area, Oakland Area, San Francisco Area, South Bay and North Bay Area. The annual board election shall be conducted during the Trungkar celebration in July. *The term of the committee shall be one year starting from May 1st through April 30th.*

The responsibilities of the Committee include, but not limited to, the following:

- 1) Conduct and supervise election to the Board of Directors during Trung-kar celebration in July. The election shall be through secret ballot and the result announced the same day.
- 2) *The committee shall obtain the nomination list of candidates for board election from TANC board by June 30th.*
- 3) Submit the list of the elected candidates along with the number of votes to the Board of Directors
- 4) *The Election Committee Chair shall ensure smooth transfer of power and remind the board to meet for the election of the new President and Secretary to be held before July 31st 31st31st. July31st of every year.*
- 5) *The hard copy of Election Results of TANC board with signatures of TANC Election Committee shall be documented at TANC office for one year until the next board election.*
- 6) *Conduct and administer free and fair election of Sikyong and North America Chitue.*

c) Operations Manual and By-laws Review Committee

The Board shall appoint a Review committee whenever deemed necessary. The committee shall invite comments and suggestions from the general membership *before finalizing* amendments to the TANC Operation Manual and By-laws. The committee shall review and *suggest amendments* detailing the proposed changes and *implications on TANC*. *The proposed amendments* shall be discussed at a general membership meeting convened *specifically* for this purpose.

Every outgoing president may submit suggestion on Operational Manual and by-law based on their experience and document hard copy in TANC office. Board shall appoint Review Committee to initiate review of suggested changes to Operational Manual and By-laws every five years, if needed.

Validity of the Operations Manual:

This is valid for internal use in running the operations of TANC. It is subservient to the TANC Bylaws and related state and federal laws. Therefore, any provision of this operation manual, if runs counter to State and Federal laws and TANC Bylaws, shall become null and void to the extent it is affected.

Appendices:

Appendix A. Filing guidelines

Appendix B. Events Observed by TANC

Appendix C. The Guidelines for TANC Annual Budgeting Process and template

Appendix D. Namchod Kyetsel policy, role and responsibilities of Principal, Parent's Association and its Representatives

Appendix E. Principal's and Teachers' contract agreement

Appendix F. TANC employment policy

Appendix G. TANC Antidiscrimination policy

Appendix H. TANC sexual harassment policy

Appendix I. TANC Travel and Per Diem Policy

Appendix J. TANC Complaint procedure for redressal