

Lama Zopa Rinpoche

Buddha House

Director

BUDDHA HOUSE EXECUTIVE BOARD

Director: Gabe Edwards Asst Director: Lyndy Abram

Secretary: Sheryl Malone Treasurer: Cathy Davis

Spiritual Program Co-ordinator: Judy Wagner

Building Committee Co-ordinator: Janne Graham

SPIRITUAL PROGRAM CO-ORDINATOR

Spiritual Program

Teachings program
Meditations
Non-residential Retreats
Teacher Care
Pujas
Compassion in Action
Dharma for Kids
Gompa Care
 . Water Bowls
 . Clean Holy Objects
Teachings
 . Meet & Greet
 . Volunteers roster
 . Recording
Library

Secular Program

Learn to Meditate	Mindfulness Meditation
Healing Meditation	Public Talks
Secular Courses	Service to Schools

Program Marketing

Website	eNews	Advertising
BH Brochure	Posters	Flyers
Pamphlets		

TARA HALL

Yoga
Tai Chi
Hall Hire
 . Conferences
 . Functions
 . Others

ADMINISTRATION

BH Enquiries
 . Phone
 . Email
Registration
 . Teachings
 . Retreats
 . Courses
Photocopying
Book Binding
Stationery Supplies

GIFT & BOOK SHOP

Buy Stocks
Displays
Sales Team

FINANCE

Treasurer
Banking
Bookkeeper
Merit Box
Budget
Financial Reports

IT

Database
Logic Plus
Audio/Visual
 . Recording
 . Archivist
 . Live stream

FUND RAISING & MARKETING

Memberships
Projects
 . statues
Print Media
 . Advertising
 . Editorials
Events
 . W L E
 . Others
Cooking Classes

CAFE

Catering
 . In-House
 . Outside
Menu
Food
 . Shopping
 . Stock
Staff Roster
Cooking classes
Kitchen Duties
Coffee

CENTRE MAINTENANCE

CLEANING:

Liaise with cleaner
Monitoring &
Attending to Centre
cleanliness including
windows
Replenishing
cleaning & toiletry
items

MAINTENANCE:

Liaise with Security
Maintain Access Codes
After Hours contact
Maintain, repair &
replace utilities
 . Lights
 . Gardens
Cleanliness of outside
areas including rubbish
bins
Gardening