

International Pathwork Foundation
Penn Valley California
Minutes Oct. 4 – 9, 2009

Present: Catherine Karas, Gustavo Monteiro, Barbara Azzara, Gloria Costa, Beita Arechavaleta, Zoe Willow Not Present: Donna Gray

President Catherine Karas focalized the meeting
Review of the meeting minutes from our last meeting – APPROVED
ACTION: Zoe will post the final minutes online
Review of action steps – DONE

1. Implementation of New Foundation Proposal

Trustees discussed how they would begin the process of implementing the structure of the New Foundation Proposal (**Appendix 1**) by reviewing the job descriptions document (**Appendix 2**) for each Trustee Position and the Administrator.

Review of the job descriptions was followed by a period of time where each of the current Trustees felt into the possibility of temporarily holding the position of one of the newly defined Trustee positions until a replacement could be found for those whose terms are complete. As a result the newly defined Trustee positions are being held as follows:

- President – Catherine
- Trustee in Charge of Community Relations – Gustavo
- Trustee in Charge of Volunteer Relations - Beita
- Trustee in Charge of Pathwork Practice - Barbara
- Treasurer - Louise
- Trustee in Charge of Fund Raising – Gloria (for the leadership conference 2010 only)
- Trustee in Charge of Administration and Finance (remains open)
- Administrator - Zoe

ACTION: Zoë will put names on website

2. New/Future Trustees

The Trustees engaged in a discussion about future trustees to answer the questions of how are they going to be called, when, and for how many years of service? They compiled a list of basic requirements which follows:

The call

The current Trustees will put out a call for Trustee candidates periodically when trustee positions become available as terms are fulfilled by the current sitting board.

General requirements to being a trustee

- Has a passion for and lives the Pathwork process of transformation and is committed to Spirit
- Has leadership consciousness

- Works with a Helper at least once per month
- Has completed an approved transformation program
- Speaks and writes conversational English proficient enough to be able to participate in conference calls, in-person meetings and emails on a regular basis.
- Is computer literate and is able to navigate in email, and other common software programs i.e. word, excel, PDF files etc. And, has access to Skype for phone calls.
- Has the time and willingness to do the necessary work of a trustee 5-10 hrs/week.
- Is available to monthly or bi-monthly conference calls and is willing to travel for 1-2 in-person meetings per year.

Process:

Once an individual has decided he/she wants to become a Trustee he/she would write a letter sharing his/her higher-self, lower self, and mask-self reasons for wanting to be a Trustee. The individual would work together with his/her helper and request a letter from the helper for the trustees about his/her intent. In addition, the candidate would request a letter of support from his or her community leadership or council. And finally, the candidate will have an interview with the current Trustee group or an individual trustee.

3. Liaisons

The group continued with a discussion around the responsibilities of the community Liaisons. They clarified that the general duties of the Liaisons fall under the department of Community relations. And, that the Liaisons should report to the Trustee in charge of Community Relations. At this time Gustavo temporarily serves in that position.

The applications for Liaisons were reviewed by the group individually. Those applicants follow:

Kanaya Chieko – Japan – Chieko and Cecilia Sakai work together to nurture their group. They have a mailing list of about 50 people who have shown interest in the Pathwork but only the two of them form their official community

DECISION: Approved as Liaison

ACTION: Gustavo will send Chieko a letter of acceptance - DONE

Elizabeth Ryan – Melbourne Australia

DECISION: Approved as Liaison

ACTION: Gustavo will send Elizabeth a letter of acceptance - DONE

Efimia Meimaridou Rola – Ceara, Brazil

DECISION: Approved as Liaison

ACTION: Gustavo will send Efinia a letter of acceptance - DONE

Djanira Cavalcante Ribeiro – Brasilia, Brazil

DECISION: Approved as Liaison

ACTION: Gustavo will send Djanira a letter of acceptance - DONE

Claudia Hiller – Uruguay

DECISION: Approved as Liaison

ACTION: Gustavo will send Claudia a letter of acceptance - DONE

Joao Ismael D. Pinheiro – Rio de Janeiro and Espirito Santo, Brazil

DECISION: Approved as Liaison

ACTION: Gustavo will send Joao a letter of acceptance - DONE

ACTION: Gustavo will email letter to each of the Liaison's, once the minutes are finalized, that have been approved. This letter will give them their first task – to communicate a summary of the CA meeting minute summary to their communities.

ACTION: Gustavo will email a letter to the three additional people who have expressed interest in being a Liaison.. - DONE

ACTION: Zoe will have meeting minutes and summary completed by the end of Oct.

ACTION: Gustavo will write letter to call new trustees. – DONE

ACTION: Catherine will write short email call for Trustee in charge of Administration and Finance to post on the leadership circle. – DONE

ACTION: Later we will make a general call for the other positions using the letter written by Gustavo.

ACTION: Zoe will include the call in next distribution of *In Connection*.

ACTION: Zoe will talk with Jere about the possibility of filling the treasurer position for a small salary.

ACTION: Zoe will send an email to confirm that Chieko is aware of her status as a chapter in Japan and will request her community contact information so it can be posted the IPF website communities map.

ACTION: All trustees will have Skype on their computer and our next concall will be scheduled on Skype. Zoe will arrange.

ACTION: Beita and Zoe to work together to create a manual for Liaisons. This manual should be expected to come together over time as their work with the trustee's progresses.

ACTION: Beita and Gustavo will get together to restructure the trustee position of Trustee of Community Relations

ACTION: The group drafted a short email to put out the call for a Trustee of Administration and Finance. There are 7 trustee positions 6 of which are being held by the current interim trustees. - DONE

4. Volunteer proposals – The group reviewed a proposal contributed by Bonnie Chung for volunteer coordination (**Appendix 3**)

ACTION: Catherine will send Zoe a copy of Bonnie's volunteer proposal - DONE

ACTION: Zoe will write short description of volunteer needs and their priorities i.e. Marketing/promotion of the Pathwork; database management; Leadership conference, auction, translation etc.

ACTION: Zoe will complete the request for volunteer forms electronically and send them to Beita and Bonnie to add to the database she will create. Gloria will complete the form for the Leadership conference.

ACTION: Beita will contact Bonnie who has agreed to serve as volunteer coordinator based on her proposal

5. Leadership Conference

The group discussed in more detail plans for a Leadership conference in 2010. They would like to consider the possibility of a separate conference in US to acknowledge the changes occurring in the Pathwork in the US. This would allow focus in Brazil to be clearly placed on the objective of that conference: to teach about leadership, authority, and self-responsibility and, to come to an understanding of why there continue to be splits in the Pathwork community. Also, the trustees would prefer a more unstructured organization of the conference which would allow for a multitude of networking opportunities and plans for future conferences.

DECISION: The Trustees agreed that the Leadership conference is open to Founders and leaders of communities, helpers, faculty, facilitators, and students who have had a minimum of three years of Pathwork Training program with a letter from their helper.

PROPOSAL: Catherine proposes that the conference be held in Rio de Janeiro and be sponsored by the Foundation.

ACTION: Gloria, as Trustee in charge of fundraising will take on the task of conference organization if she has the support of her community. She will work in cooperation with the trustee in charge of Community Relations and the Trustee in Charge of Pathwork Practice.

DECISION: The group agrees that the facility called Sitio Agostinianos (outside of Rio) would serve well as the meeting place.

ACTION: Gloria will negotiate an all inclusive package rate.

DECISION: The Foundation will charge (pending reservations with a facility and acceptance by the community in Rio) \$485 per person to cover the cost of room and board and a conference fee. The estimated budget reflects a goal of \$50,000 in revenue and approximately \$38,000 in expenses which includes approximately \$28,000 for facility expenses.

DECISION: After careful consideration the group finds that the best time period to hold the conference would be from Thursday August 18 (dinner), with workshops starting August 19 and ending Sunday evening with a departure of Monday morning August 22 after breakfast.

ACTION: Gloria will work with her community to secure this meeting date for the leadership conference.

ACTION: The group will continue to consider what types of promotional items to have available for sale at the conference: t-shirts, book bags

ACTION: The group will continue to meditate on an appropriate theme for the Leadership conference.

6. Translation agreements, Trademark and copyright:

The group discussed issues surrounding pending translation agreements, copyright infractions that have been found on the WWW, and how to handle them.

ACTION: Catherine will call each individual [Daniel Holeman, POC, Gerard (search program); Adriane Santrue] to discuss our policy and expectations re: copyright

Marianne Hubert French Translations:

DECISION: Group agreed that the French Translation of Creating Union will not acknowledge the French Translation at this time since there is no agreement between the Foundation and Marianne at the time of publication.

ACTION: Catherine will communicate this decision to Louise and to Marianne.

Pathwork in Brazil Addendum:

Ana Maria Gavazzi needs to be contacted about the recently signed addendum to the translation and distribution agreement for Brazil. We have noticed that the 1999 contract was made in the name of Pathwork of Brazil and the addendum was made in the name of Pathwork of Sao Paulo. Both contracts need to bear the same name and we would like to amend them so that they are consistent.

ACTION: Catherine will talk to Ana Maria about her reasons for requesting the change to the Addendum and to explain that it doesn't follow the initial translation agreement. And, Zoe will correct the addendum to reflect that it is an addendum to the original agreement with Pathwork Association of Brazil (a non-incorporated group of about 10 leaders in Brazil)

Misc. re: Translation Agreements:

The group also discussed the ongoing difficulty that some people have with the wording of our current legal agreement. We would like it to be more of a reflection our intention of good will than what is being perceived as an effort to control lecture distribution. At the same time, we want to retain the intent to protect the lectures as it is our legal responsibility.

ACTION: Catherine will devise a paragraph with Jean to soften the translation agreement for future distribution.

7. Connection to the Pathwork Leadership

The trustees would like to understand more deeply why there is such difficulty in connecting to regions, why some communities have NOT supported us or responded to our communications. The Group did a meditation on what blocks us from effective communication and sharing. One of the things that we have found is that people respond to a more personal address i.e. intimacy. Everyone agreed that our goal in efforts to communicate effectively with Pathwork communities should emphasize personal contact and intimacy.

ACTION: Together the group wrote an update of our meeting for the leadership circle – DONE

ACTION: Catherine will write thank you letters for former trustees and interim trustees

ACTION: Zoe will mail the letters with a complimentary copy of the *Rubel* watercolor drawings.

8. How do we become self-sustainable?

The group reviewed last year's budget with the focus on revenues and projected for a budget for the fiscal year 09-10. One of the questions that arose was whether or not

helpers should pay a membership fee. It was noted that groups and chapters in Brazil were tithing at one point but stopped many years ago.

The following are some of the projects planned for the new fiscal year. Their estimated revenue appears in the **upcoming fiscal year budget**.

Auction – price per item and helper session.

DECISION: minimum bid should be 50% each individual's average fee. The basic guideline is that the helper should be a graduate from a recognized Pathwork affiliate

Membership:

Individuals: We will continue to collect individual membership fees throughout the year
DECISION: Gustavo will send email to Zoe that will encourage Helpers to join as members in order to be listed on the Website

Regional membership:

DECISION: At this time, the trustees have agreed that we will not ask for regional organization membership. We will focus on encouraging the support of Helpers and individuals.

DECISION: We will plan for 2 membership drives per year (end of August and end of February) with one of those letters serving as a reminder letter. In addition, we write and distribute one donation letter by May each year.

ACTION: Zoe will complete and distribute the budget for review

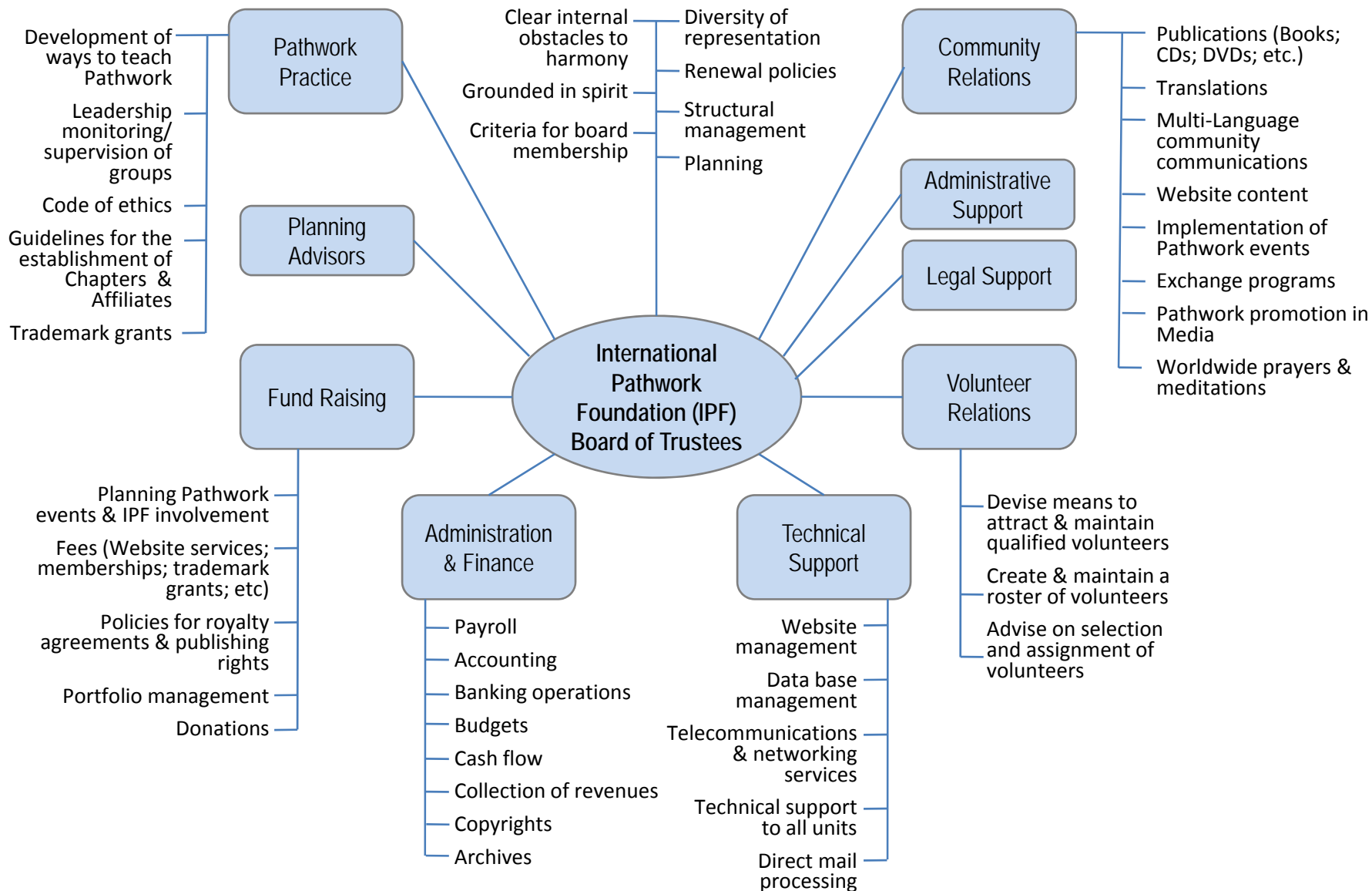
E-store:

ACTION: Zoe will add downloadable pictures of Eva to the e-store for \$5.00 each.

9. **Next meeting:** Thursday in November depending on Beita's availability

International Pathwork Foundation (IPF)

Organization Structure



PATHWORK FOUNDATION JOB DESCRIPTIONS

President & Chairperson of the Board of Trustees

- Set the agenda for Board meetings, including establishing priorities and defining the amount of time to be devoted to established priorities.
- Schedule Board meetings and arrange, with the assistance of the Administrator, for the facilities to be used at these Board meetings (make teleconference arrangements for example).
- Conduct Board meetings, and coordinate other Board communications, in a manner which is consistent with the teachings of the Pathwork Guide.
- Establish, refine, and evolve the Vision and Mission for the Foundation (in conjunction with both the Board and the wider Pathwork community).
- Direct the organization of Foundation activities so that they can be largely performed by volunteers.
- Coordinate the development and periodic update of a long-term strategic plan for the Foundation, and measure the Foundation's progress against this plan.
- Prepare, with the assistance of the VP of Administration & Finance, reports to members of the Pathwork community describing the financial condition, current activities, and project progress at the Foundation.
- Act as the primary point of contact with members of the outside community, including news reporters, and top management at other organizations doing business with the Foundation. The President & Chairperson's external communication should involve a focus on new initiatives, public presentations, official matters, and legal duties.
- Act as the primary point of contact at the Foundation for those in management positions at other Pathwork groups throughout the world. Such contacts, once established, may be maintained on an ongoing basis by the VP of Community Relations.
- Organize and coordinate public relations and promotional activities which help to bring the Pathwork more prominently out into the world in cooperation with the PWP
- Personally solicit contributions to the Foundation from a select group of wealthy potential donors (individuals or corporations), and prepare grant funding requests (with Administrator) to be sent to other Foundations.
- Bind the Foundation in legal agreements such as leases, mortgages, deeds, employment contracts, and the like.
- Retain independent professional services to perform bi-annual financial and managerial audit reviews to assess both the Foundation's compliance with government regulations and commonly accepted financial and accounting practices as well as the overall effectiveness and efficiency of the Foundation. Review the Foundation's organization structure so as to improve its overall performance. (The scope of such reviews should include job descriptions, reporting relationships, employment contracts, and the like. It should also include permanent committees, such as the Pathwork Press.).

- Manage the work of those serving on the Board including a determination whether Board members are performing the duties that they agreed to take on.
- Manage the nomination, appointment, and termination processes associated with membership on the Board (including the development and updating of a succession plan for those people making critical decisions and/or providing critical support services).
- Manage the formal agreements with Board members, including both the term of office and the job description for each Board member.
- Conduct evaluations and reviews to determine whether the Board is accomplishing what it set out to do, as defined in the Mission and Vision statements.
- Manage the investigation of, and the taking of appropriate action in response to, alleged ethical problems related to Pathwork Foundation and/or any of its permanent committees or related organizations. (e.g. Pathwork Press; Investment Advisory Committee)
- Act as the elder mediator in disputes associated with the business of the Foundation.
- Provide spiritual leadership for Foundation activities, including providing attunements/prayers prior to Board meetings, encouraging Board members to do their personal work, and otherwise clearing obstacles to harmony and unity associated with Foundation business.
- Encourage, support, hold space for, and bring out the best in Board members and others who work with the Foundation.
- Self evaluation.

Trustee in Charge of Community Relations (VP of Community Relations)

- Promote the felt sense of a common bond and a common purpose across all Pathworkers worldwide, and also nurture and evolve this bond and purpose.
- Establish and refine policies and procedures which support and expand worldwide communications among those in the Pathwork community, focusing primarily on the regular managerial duties and administrative communication amongst managers of other Pathwork organizations.
- Facilitate and coordinate communications between those in different Pathwork regions and different Pathwork organizations (including organizing international conferences, faculty exchange programs, etc.).
- Act as the ongoing point of contact at the Foundation for those in management positions at other Pathwork groups throughout the world following the initial contact orientation from President.
- Cooperate with the VP of Volunteer Relations in the communication with the various communities worldwide in search of potential volunteers to work for the Foundation.
- Organize and coordinate worldwide efforts to disseminate the Pathwork material, through books, pamphlets, web sites, and the like.

- To Serve as a member on the Pathwork Press Committee and thus act as the primary Board liaison with the Pathwork Press, helping to ensure that Pathwork Press is operating in a manner consistent with the intentions of the Board.
- Report quarterly to the Board of Trustees on the activities of the PWP.
- Be acquainted with the work of the Foundation President, and be ready to take over as President in the event that the current President is unavailable. In the event that the President becomes unavailable a decision would be made as to which position would move to replace the President.
- The VP of **Community Relations** is likely to be the person on the Board who better connects to and is better known to the Pathwork communities worldwide.
- The VP of **Admin. & Fin.** is likely to be the person on the Board who is better acquainted with the Foundation's ongoing activities and hence the most suited to ensure their continuity.
- Self evaluation.

Trustee in Charge of Volunteer Relations (VP of Volunteer Relations)

(Note: This position is being considered at the level of a Trustee/VP due to its importance to the goal of self-sustainability of the Foundation)

- Establish both policies and procedures to enroll volunteers to perform the Foundation activities (managing the day-to-day work of volunteers is done by the Administrative support unit, and/or under supervision of the Trustee responsible for the function being performed by the volunteer.
- Oversee the implementation of the established policies and procedures so as to effectively engage a network of volunteers in the performance of Foundation activities. This may entail tasks such as maintaining regular contact with those volunteers, and the creation and maintenance of a roster of active and/or potential volunteers with information on their relevant skills, willingness and availability to perform volunteer work, as well as the establishment of effective ways to communicate with them.
- Work to inspire those providing volunteer services, as well as those who manage these volunteers, so that these people give their best, and so that the Divine intent of the Pathwork is palpably felt by these same people.
- Coordinate the work results of volunteers, and volunteer committees, so that they are properly integrated into, and in support of, the work of the Foundation.
- In the performance of his/her duties, the VP of Volunteer Relations will work in close collaboration with the VP of Community Relations.
- Self evaluation.

Trustee in Charge of Fund Raising (VP of Fund Raising)

(Note: This position is being considered at the level of a Trustee/VP due to its importance to the goal of self-sustainability of the Foundation)

- Plan, organize and implement campaigns to raise funds in the form of donations and/or other forms.
- Plan, organize and supervise the implementation of specific events oriented toward the raising of funds for the Foundation. This includes both stand alone events as well as events meant to happen as part of more encompassing events, such as International Pathwork Conferences, Leadership conferences, workshops, retreats and seminars.
- Devise means to raise funds for the Foundation, such as, but not restricted to, membership fees and service fees (e.g. web advertising).
- Identify potential donors among individuals and organizations and assist the President in addressing them to solicit contributions to the Foundation.
- Search for fiscal incentives that could foster donations to the Foundation; take steps to make these incentives available to both the Foundation, its donors, and the Pathworkers that the Foundation serves
- Establish policies for royalty agreements, publishing rights, trademark grants and other similar rights relating to the Pathwork, bearing in mind their potential partial contribution to the Foundation's goal of self-sustainability.
- In conjunction with legal counsel and the assistance of the administrator, coordinate the development of forms and legal agreements so that Pathworkers can readily establish the Pathwork Foundation as a recipient of funds via wills, trust agreements, non-profit organization dissolutions, and other legal matters.
- Self evaluation.

Trustee in Charge of Pathwork Practice (VP of Pathwork Practice)

- Oversee the development and dissemination of effective ways to teach the Pathwork and the development and dissemination of supporting materials and recommendations to enhance teaching programs.
- Establish a code of Ethics for the Foundation and encourage the establishment of a code of ethics by each country.
- Organize and coordinate worldwide efforts related to teaching the Pathwork, acting as the primary point of contact for these efforts on all matters coming before the Board.
- Organize and coordinate the establishment of a minimum requirement to license, accredit, and certify helpers, teachers, and counselors who have studied the Pathwork worldwide.
- Organize and coordinate worldwide efforts to recognize and interconnect organizations of people brought together to teach and study the Pathwork, working in cooperation with the VP of Community Relations.
- Self evaluation.

Trustee in Charge of Administration and Finance

- Act as the primary Board liaison in all legal matters and interactions with legal advisors, especially those relating to the securing and maintaining of copyrights to the Pathwork lectures and/or trademark/service-mark for the Pathwork name. To the extent that a legal requirement exists for the appointment of a Secretary to the Board, the Trustee in Charge of Administration and Finance will perform that role.
- Oversee the recording, organization and protection of agreements reflecting the Pathwork material licensing and royalty arrangements made by the Board.
- Prepare and update performance reviews, and project tracking records for employees, contractors, consultants, and others retained by the Foundation.
- Oversee the recording, organization and protection of minutes from Board meetings, most importantly documenting the significant decisions that were made.
- Supervise the preparation and periodic update of a policy and procedures manual for Foundation business activities.
- Hire the necessary staff, as duly approved by the Board of Trustees, for all the units comprising the International Pathwork Foundation (including its permanent committees, if necessary).
- Maintain and preserve historical and authoritative copies of different versions of the Pathwork lectures (including translations authorized by the Board), audio recordings of Pathwork Guide channeling sessions, and other historical Pathwork materials that may be of interest to future students of the Pathwork.
- Ensure that backup copies of essential records, as well as authoritative Guide material, so that these copies may be used in the event that the primary copy is destroyed.
- Monitor laws and regulations relevant to the Foundation, and inform the Board about the legal requirements to which the Foundation must comply.
- Act as the primary liaison with the Board in all legal matters.
- Manage and supervise organizational governance issues for the Foundation, such as the establishment of the proper internal controls over Foundation funds.
- Coordinate and facilitate the necessary contacts and access to the Foundation records so as to smooth the progress of the work of independent auditors who review the activities of the Foundation as required by both the By Laws and relevant laws and regulations.
- Supervise the activities performed by the Treasurer and by the Administrator.
- Prepare grant funding requests.
- Self evaluation.

Treasurer (Reports to the VP of Admin. & Fin.)

- Act as a faithful custodian of the funds that go into the endowment for the Foundation, or operating accounts of the Foundation, marshalling these resources so as to best meet the objectives defined by the Board.

- Prepare regular financial reports, trend analyses, and forecasts so as to inform the Board about its financial position and so as to provide the Board with the information it needs in order to make good financial decisions.
- Monitor cash flows and ensure that both Pathwork Foundation and Pathwork Press have sufficient working capital in order to meet the objectives established by the Board (this may involve temporary borrowing, redemption of certificates of deposit, etc.)
- Advise the Board regarding investments, financial strategies, and related financial management matters.
- Create, if deemed convenient and with the assistance of the VP of Volunteer Relations, a committee of volunteer financial experts to advise on the best investment options to preserve and enhance the Foundation's endowment. Act as the liaison between this committee and the Board.
- Manage relationships with banks, stock brokerage firms, accountants, and other third parties involved with the management of the funds of the Foundation
- Prepare proposed and finalized budgets reflecting the priorities established by the Board.
- Regularly measure and report on the way that Foundation funds have been used, including whether these uses have been consistent with budgets and project plans.
- Recommend policies and procedures to the board for the prudent and careful management of Foundation funds.
- Periodically review the risks and perils faced by the Foundation and make recommendations for handling these (such as insurance coverage for management/ operations errors & omissions).
- Supervise the financial aspects of the work of the Administrator, ensuring that his/her work is conducted in a manner consistent with Board intentions and generally accepted good financial practices.
- Manage the financial relations/transactions associated with employees, contractors, temporaries and others working for the Foundation, including submission of earnings tax reports, and handling of wage garnishment.
- Prepare and submit reports for government entities supervising the work of the Foundation, including tax forms due to the Internal Revenue Service. (Does not include duties as noted in the job description for the Administrator).
- Monitor laws and regulations relevant to the management of the Foundation endowment, and inform the Board about the legal requirements to which the Foundation must comply in this regard.
- Utilize, maintain, improve upon, and monitor the existing internal controls that were established by the Trustee in Charge of Administration and Finance.
- Act as the primary liaison between external financial auditors who review the activities of the Foundation as required by both the By Laws and relevant laws and regulations.
- Self evaluation.

Administrator (Head of the Adm. Support Unit; Reports to the VP of Admin. & Fin.)

- Select, install, and maintain the technological infrastructure needed to carry out Foundation business, including the web site, email systems, voicemail systems, and the like (obtaining technological assistance from specialists as necessary).
- Carry out the decisions made by the Board, and also manage third parties (including volunteers) so that these decisions are manifest in the world.
- Train and actively work with volunteers, contractors, consultants, helpers, and additional workers, as the tasks defined by the Board of Trustees dictate.
- Set-up, maintain, and supervise a physical office so as to support the Foundation's activities.
- Record, organize and protect minutes from Board meetings, most importantly documenting the significant decisions that were made, following instructions from the Trustee in Charge of Administration and Finance.
- Handle day-to-day financial transactions such as receiving donations made to the Foundation and payment of office rent and office suppliers.
- Report to the Treasurer on donations received, whenever the aggregate value of new donations received since the previous report amounts to or exceeds \$1,000.
- Calculate payroll and make regular payments to employees, contractors, and others in accordance with the policies and procedures established by the Treasurer (including the preparation of W2 and 1099 forms).
- Prepare draft financial statements reflecting activities of Pathwork Press and the Pathwork Foundation, and submit them to the Treasurer for review and approval
- Handle the collection and payment of sales taxes for the sale of Pathwork books, CDs, and other materials.
- Fulfill, pack, and ship orders for Pathwork books, CDs, and other materials.
- Establish, maintain, and expand relationships with distributors of Pathwork books, CDs, and other materials.
- Manage the periodic printing of Pathwork books, CDs, and other materials, as required inventory levels dictate.
- Provide first-line communications between the public, or the Pathwork Community, and the Pathwork Foundation (i.e., handle ordinary and customary interactions).
- Organize, and maintain the order of Foundation records.
- Manage the safe and secure off-site archival storage for critical Foundation records and Guide materials, book inventories, as specified by the VP of Administration and Finance.
- Document, and periodically update documentation for, the day-to-day activities performed in the Foundation office, so that others besides the Administrator can perform these activities with a minimum of training.
- Act as the custodian for official corporate records and the seal of the corporation.
- See to it that the seal of the corporation is affixed to all legal documents, in accordance with the By Laws.
- Self evaluation.

Pathwork Foundation Volunteer Group

Exploring spirituality through working relationships

Volunteer Pathworkers

- will support the Leadership Team in their efforts to develop the Foundation's work
- are willing to work as a team to ensure project completion
- will have every opportunity to purify through self-confrontation

General Info about Volunteer

- Will prioritize a list of skills they would like to provide the Foundation
- Reason for volunteering
- Pertinent information you think your supervisor should know, strengths, weaknesses, desired goal while working as a team

Volunteer Conduct

- Confidentiality
- Self-responsibility
- Commitment

Volunteer-Coordinator

- will list & track all *requests* made by the Leadership
- assign the 'team' according to needs and a volunteer's skill sets.
- s/he will track teams assigned to include: start/end time, outcome before and after distribution
- submit updates to Leadership Team

Leadership Conduct

- Will practice Pathwork while in relationship with volunteer: *You can be sure that as long as you experience frustration, you have to learn from it. PL237/ page 5*