



The International Meditation Teachers Association

The Tipping Point Project.

Tipping point

Noun:

the point at which a series of small changes or incidents becomes significant enough to cause a larger, more important change.

IT IS TIME!

If you are a Meditation Teacher, you already understand the powerful healing benefits associated with the practice of meditation.

You might even already know that meditation is the most likely, and fastest, vehicle to bring about profound positive change, in individual lives and for humanity collectively.

You may feel you were placed on this earth to make a positive difference, or at least, that you want to make a positive difference while you are here.

If you would like be part of a massive, powerful and empowering revolution that has the potential to change all of the things we know must change, in one generation, we need you.

Become a volunteer with the IMTA – with just a couple of hours of your time each week, you could really make a huge difference...and you just might be the tipping point!

www.meditationteachers.org

The IMTA is a worldwide body of professional Meditation Teachers, Meditation Therapists and Meditation Teacher Training Organizations.

The association is run by Meditation Teachers for Meditation Teachers and offers students of Meditation access to professional Meditation Teachers in many countries throughout the world, whose work meets the professional and ethical standards set by the IMTA.

IMTA is not associated with, and does not endorse, any particular religion or spiritual doctrine, while valuing the rights of all people to follow their individual chosen paths.

Meditation Teachers and Meditation Teacher Trainers from all over the world and from a diverse variety of backgrounds pay annual membership fees to join the IMTA.

The IMTA Team Members work together in a supportive manner to facilitate the IMTA's continued growth, smooth flow of operations and impeccable level of customer service.

On a practical level, the IMTA provides a central database of qualified or highly experienced meditation teachers to make access to ethical meditation teachers easily available to the public along with resources and support for meditation teachers and meditation teacher trainers, to assist them in developing professionally and personally.

The IMTA is also working toward setting standards for Meditation as a healing modality with a goal to gain government accreditation and health benefits for meditation as a therapy.

The IMTA is also dedicated to educating the public on the benefits of meditation, removing stigmas and erroneous preconceived ideas about meditation and making meditation more widely understood and accessible to the public.

We are committed to the belief that meditation is a powerful, natural, safe and self-empowering practice that has the ability to heal people as individuals, both a physically and psychologically (which has now been scientifically and clinically proven) and as such has the potential to bring about massive positive change in the world.

Imagine if meditation was part of the curriculum in every school.

Members apply for registration and pay a registration fee.

As at June 6th2017, membership fees are:

- Individual members - \$60 per year.
- Schools, colleges and organizations \$120 per year.

Members receive the following benefits

- Listing on the IMTA online directory.
- Ability to use the IMTA registered member logo on advertising materials.
- Certificate of membership.
- Access to resources and information to support their careers as meditation teachers through a members only online dashboard.
- Monthly newsletter packed full of resources, information, ideas and information.

The IMTA operates like a not-for-profit and so money collected by the IMTA, for registration fees, are used for:

- Running and expanding the IMTA, including:
 - Paying for advertising.
 - Any costs incurred in the general running of the organization (not wages as all IMTA Team Members, including the Director are volunteers).
- Funding any fees incurred in the process of gaining accreditation for meditation as a therapy.
- Funding the Annual General Meeting (brain storming weekend).
- All profits at the end of each month are donated to selected charities and charitable projects that are in-line with the IMTA's mission. Primarily to assist those in need and create a better world.

The IMTA is now seeking a team of 10 new volunteers to help coordinate the day to day running of the organization and take the IMTA to the next level.

The IMTA has a virtual office on Google Drive where all files, records and information is kept and can be accessed by all members who need to view the files or records in order to complete the duties associated with their role. We have a complete transparency policy and this cyber office platform allows IMTA Team Members to interact with each other and fulfil their roles easily, no matter where they are in the world.

All that is required to be an IMTA Volunteer Team Member is:

- A computer (word, pdf, email).
- Internet access.
- Around two hours to dedicate to IMTA per week.
- A dedication to promoting meditation and a belief that it is a powerful healing modality that should be made accessible and available to all people in the world.
- Qualifications and/or significant experience in practicing and teaching meditation.

Each Team Member is provided with a written description of the duties their position requires and all of the resources they need to complete these duties.

The IMTA website is located at: <http://meditationteachers.org/>

Team Members receive:

- An IMTA email address like: **something@meditationteachers.org**
- List of other team members names, duties and email addresses.
- Access to the private (team members only) Facebook group for quick communication and to build a sense of community amongst Team Members.
- Templates for most emails and forms to be sent out to members.
- Free membership to the IMTA.
- Listing on the IMTA Board Members Directory.
- Ability use 'Board Member, International Meditation Teachers Association' on marketing materials and business cards, to assist your own professional image.
- Support and guidance, when required, from the Acting Director of the IMTA, via email and/or telephone and through the Team Members Facebook group.
- Invitation to the IMTA AGM over two nights (Friday and Saturday) in Queensland each November, with accommodation and meals paid for by the IMTA.

Roles we need to fill.

Team Member 1

Manage registrations.

- Receive registration forms from new and renewing members
- Check details on registration form.
- Receive information that registration fee has been paid from Team Member 9.
- Create membership certificate (just add name and date to Word template & save as PDF).
- Email templated welcome letter to new member with certificate and IMTA logo attached.
- Email new members details to Team Member 2
- File registration forms in virtual office.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 2

Manage New and renewing members.

- Receive registrations forms for new and renewing members from Team Member 1
- Add new member to membership records (an XL sheet recording basic details and membership renewal due date).
- Add new members details to the membership directory (a simple Word document).
- Save membership directory as a PDF and email it to Team Member 3 once a week to be uploaded onto the web site.
- Send new members email address to Team Member 7 for inclusion on members email database.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 3 (This position is currently filled by the Director, Isabelle Cunningham).

Manage the IMTA website

- Maintain the IMTA website.
- Update the IMTA members directory each week.
- Upload new content and resources to the members dashboard.
- Upload the newsletter to the website each month.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Create content and resources for the members dashboard.
- Provide support and guidance to other team members.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 4

Social Media Manager

- Manage the IMTA Facebook Page.
- Post informative and inspiring information on a regular basis.
- Answer any questions posed on the Facebook page.
- Monitor members posts and comments and remove any inappropriate posts.
- Create Facebook ads and boost posts to develop a public image and attract interest.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 5

Manage fundraising

- Check membership records (XL sheet) to see when membership renewals are due.
- Email out membership renewal notices/invoices to members when due.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.
- Liaise with the Director and Team Member 8, to develop fundraising campaigns for specific projects, including membership drives and crowd funding.

Team Member 6

Manage media and resources

- Source relevant information, research, articles and resources to aide and support members (meditation teachers).
- Send resources to Team Member 3 to be uploaded to the website.
- Send information about the new resources to Team Member 4 to be promoted on Facebook.
- Send information about the new resources to Team Member 9 to be promoted in the next Newsletter.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 7

Manage public relations and enquiries

- Receive and respond to emails.
- Answer enquiries.
- Maintain members email database.
- Receive email addresses for new members from Team Member 2 and add to members email database.
- Receive notice from Team Member 5 when membership has lapsed and remove email address from members email database.
- Email the newsletter to the members database each month.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 8

Manage marketing

- Develop a public profile for the IMTA.
- List the IMTA on appropriate free directories.
- Attract interest from potential members.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 9

Manage financials

- Receive information via email when memberships are paid.
- Keep a basic record of all income received.
- Receive information via email regarding outgoing funds.
- Keep a basic record of all outgoing funds.
- Balance the financial records against the bank statement once a month.
- Inform Team Member 2 when membership fee payments are made.
- Contribute where possible and appropriate to the monthly newsletter by emailing suitable content to Team Member 10.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 10

Manage the IMTA monthly newsletter

- Liaise with other team members to collect content and resources to be included in the monthly Newsletter.
- Create the monthly newsletter and save as pdf each month.
- Email the pdf version of the newsletter to Team member 3 and Team Member 7 for distribution.
- Contribute ideas to where IMTA's profit can best be directed, in order to help facilitate positive change in the world and assist those in need.

Team Member 11

Team Liaison Manager

- Help recruit and support new Team Members.
- Communicate with each IMTA Team Member via email or telephone each week to ensure each Team Member is feeling supported, has everything they need to fulfil their role and is up to date with their duties.
- Develop a team spirit.
- Create a monthly report on what is happening within the IMTA and email to all Team Members to keep Team Members informed and inspired.
- Report to the Director.

Team Member 12 (Future)

Manage Accreditation Process

This role will involve heading up a small team of volunteers to research and act on the requirements to have meditation accredited and regulated to maintain an ethical standard and provide government funding for students of meditation and health benefits for meditation as a therapy. It is anticipated that this role will become active in early 2018. At which time a small group of volunteers will also be needed.



If you would like to apply as a volunteer for any of these positions, please contact Isabelle at imta@meditationteachers.org

Together we can really make a difference in this world.

In the words of Mahatma Gandhi...

Be the change you want to see in the world.