Chapter 4: Procedures for Leadership Appointments and Changes

Leaders Must Be Modest—Encouragement From SGI President Ikeda

The second Soka Gakkai president, Josei Toda, said: “It is a mistake to consider yourself of special importance because you have been designated to a position of leadership. The correct attitude, I believe, is for all of us as common mortals to be willing to give and receive guidance from one another. Should there be any leaders who think they are special, send them to see me!…”

“Filling your hearts with the Buddha’s compassion, please give sincere and enthusiastic guidance, showing the same caring attitude toward the members as you would toward your own partners or children. Leaders are not automatically entitled to others’ respect. If leaders are respected, it is a benefit from the Gohonzon, and as such we must be truly humble. If this sentiment of profound gratitude permeates our chapter, district, group and unit leaders, then it will communicate itself to the Gohonzon.”

I hope that all of you, striving to be leaders who are loved and respected by the members, will build a garden of peace and harmony that rings with the sound of joyful laughter.”

(My Dear Friends in America, third edition, p. 273)

Personnel Committees

District Through Territory

Personnel Committees should be established to recommend and approve the appointment of all leaders. District through territory Personnel Committees are made up of the divisional line leaders (MD, WD, YMD, YWD) at each level, including, the four-divisional team leader (hereafter referred to as the 4D leader).

In order to create efficient discussion and balance among the divisions, a Personnel Committee does not automatically need to include all vice leaders. It is up to the divisional leaders to propose inclusion of representatives from among the vice leaders on the Personnel Committee. The next higher level Personnel Committee must approve the makeup of this committee. For example, the zone level leaders must approve the region Personnel Committee.

Leaders of activity groups (for example, Soka Group, Courageous Freedom Group, culture department), future division, and student division and advisors are all represented by the divisional line leaders. Therefore, they are not members of Personnel Committees and do not attend Personnel Committee meetings.

※ Please Note: The Personnel Committee at the national level is called the Central Personnel Committee (CPC) and meets monthly. CPC members (four-divisional) are selected from among members of the Central Executive Committee (CEC) and are appointed by the General Director for a one-year term.

Personnel Committee Meetings

The Personnel Committee members should respect the confidentiality of information shared during Personnel Committee meetings and not discuss this information except with other Personnel Committee members.
A meeting should be held by the Personnel Committee to discuss personnel matters and structural changes within the organization. In principle, the Personnel Committee should meet monthly, but more or less frequently, depending on the needs of the organization.

Leadership recommendations should be discussed by the Personnel Committee with at least two-thirds of the committee members in attendance. Approval should not be obtained by contacting the committee members one by one.

**Leadership Appointment Responsibilities by Level**

For all leadership appointments, the recommending Personnel Committee is one level above the appointment level being considered. The approving Personnel Committee is two levels above the appointment level being considered.

### LEVEL | Who Recommends | Who Approves
---|---|---
Unit | Group or District Personnel Committee and Chapter through National Line Leaders | District Personnel Committee and Chapter through National Line Leaders*  
| | | Chapter Personnel Committee  
| Group | District Personnel Committee | Chapter Personnel Committee  
| District | Chapter Personnel Committee | Region Personnel Committee  
| Chapter | Region Personnel Committee | Zone Personnel Committee  
| Region | Zone Personnel Committee | Territory Personnel Committee  
| Zone | Territory Personnel Committee | Central Personnel Committee  
| Territory | Central Personnel Committee (CPC) | National 4D/CPC  
| National (vices) | | General Director CPC  
| National MD, WD, YD, YMD, YWD | General Director | Executive Council  
| General Director | Executive Council | Executive Council/SGI  

For more information on SGI-USA leadership positions, please visit: [www.sgi-usa.org/memberresources/leaders/sgiusa_charter.php](http://www.sgi-usa.org/memberresources/leaders/sgiusa_charter.php)

*The appointment made by chapter through national line leaders must be followed up with an email to the district leaders (if they were not present at the visit). The district leaders can make unit leadership announcements at the district or appropriate meetings by presenting the newly created Unit Leader Certificate and Booklet ([http://www.sgi-usa.org/memberresources/leaders/forms.php](http://www.sgi-usa.org/memberresources/leaders/forms.php)).

### Leadership Appointments

Appointments can be made as indicated below.

**A. New Assignment**
When the current leader is appointed to another responsibility.

**B. End of Term**
When a leader’s term expires and is not renewed (see p. 55).

**C. Transfer**
When a leader transfers to another organizational unit, leaving behind a vacancy (see p. 55).

**D. Youth Graduation**
When a leader graduates from the youth division to the men’s or women’s division (see p. 33).

**E. Resignation**
When a leader resigns due to personal reasons, such as changes in work, family, health, school and so forth (see p. 55).

**F. Dismissal**
When a leader is dismissed (see pp. 89–90).

**G. Creation of a New Organizational Unit**
When new organizational units are created (see pp. 24–28).
Guidelines for Leadership Recommendations

Candidates for leadership should meet the following guidelines, which may be applied with some flexibility:

<table>
<thead>
<tr>
<th>Level Recommended</th>
<th>Years of Leadership</th>
<th>Members Sponsored</th>
<th>Leadership Certification</th>
<th>SGI-USA Subscriptions</th>
<th>Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit (MD/WD)</td>
<td>No minimum</td>
<td>No minimum</td>
<td>None</td>
<td>Must subscribe</td>
<td></td>
</tr>
<tr>
<td>Unit (Youth)</td>
<td>No minimum</td>
<td>No minimum</td>
<td>None</td>
<td>Must subscribe</td>
<td></td>
</tr>
<tr>
<td>Group (MD/WD)</td>
<td>No minimum</td>
<td>No Minimum</td>
<td>Introductory Exam</td>
<td>Must subscribe</td>
<td></td>
</tr>
<tr>
<td>Group (Youth)</td>
<td>No minimum</td>
<td>No minimum</td>
<td>None</td>
<td>Must subscribe</td>
<td></td>
</tr>
<tr>
<td>District (Youth)</td>
<td>No Minimum</td>
<td>No minimum</td>
<td>Introductory Exam</td>
<td>Must subscribe</td>
<td>Must have made within the past year</td>
</tr>
<tr>
<td>District (MD/WD)</td>
<td>No minimum</td>
<td>1+</td>
<td>Completed 1 of the Essentials Exam—working toward series</td>
<td>Must subscribe</td>
<td>Must have made within the past year</td>
</tr>
<tr>
<td>Chapter (MD/WD)</td>
<td>1+ at District</td>
<td>1+</td>
<td>Completed 1–2 of the Essentials Exams—working toward series</td>
<td>Must subscribe</td>
<td>Must have made within the past year</td>
</tr>
<tr>
<td>Chapter (Youth)</td>
<td>1+ at Distinct or on case by case discussion</td>
<td>1+</td>
<td>Completed 1–2 of the Essentials Exams—working toward series</td>
<td>Must subscribe</td>
<td>Must have made within the past year</td>
</tr>
<tr>
<td>Region (MD/WD)</td>
<td>1+ at Chapter</td>
<td>1+</td>
<td>Completed 2 of the Essentials Exams—working toward series</td>
<td>Must subscribe</td>
<td>Must have made within the past year</td>
</tr>
<tr>
<td>Region (Youth)</td>
<td>1+ at District</td>
<td>1+</td>
<td>Completed 2 of the Essentials Exams—working toward series</td>
<td>Must subscribe</td>
<td>Must have made within the past year</td>
</tr>
<tr>
<td>Zone, Territory (MD/WD)</td>
<td>1+ at Chapter</td>
<td>1+</td>
<td>Completed 2 of the Essentials Exams—working toward series</td>
<td>Must subscribe</td>
<td>Must have made within the past year</td>
</tr>
<tr>
<td>Zone, Territory (Youth)</td>
<td>1+ at Chapter</td>
<td>1+</td>
<td>Completed 2 of the Essentials Exams—working toward series</td>
<td>Must subscribe</td>
<td>Must have made within the past year</td>
</tr>
</tbody>
</table>

**Leadership Certification**: SGI-USA Study Program/Exams are requirements for leadership. Please see above chart for exam requirements.

Things To Consider

Throughout the leadership appointment process (especially during the visit and interview), careful consideration should be given to the following:

- Place people where they can make the greatest contribution, taking into consideration each person’s character, capability and potential in relation to caring for the members and working with other leaders;
- Explain the responsibilities and expectations of the position for which the candidate is being considered;
- Determine if the person meets the qualifications and qualities for leadership as outlined in this Leadership Manual;
- Confirm the candidate’s ability and willingness to fulfill the recommended leadership responsibilities given their individual time constraints, family situation, financial condition and personal health condition.
Procedures for Appointing Leaders (including Auxiliary and Language Groups)

The SGI-USA has officially launched an Online Leadership Application Process as of December 20, 2017.

When leaders are to be appointed, action that is fair and free from favoritism or prejudice should be taken by the appropriate Personnel Committee (please see p. 50 for the list of the recommending and the approving Personnel Committee for each level of leadership).

This new process will ensure that all the necessary requirements are met for each person being recommended.

Listed below are the four formal steps involved in leadership appointments. Please note that the proposed leadership appointment is not discussed with the candidate until Step 3 (Visit/Interview).

1. Recommendation
2. Review and Approve
3. Visit/Interview—Code of Conduct
4. Date of Announcement

The new Leadership Application Process online will be done in three phases:

Phase 1—All line leadership recommendations from the group level to the territory level, including vice leaders and member care advisors.

Phase 2—All future division leader and youth division auxiliary group leader recommendations.

Phase 3—All other auxiliary group leader recommendations, including language groups. Please see page 52 for a list of all auxiliary groups.

During Phase 1, recommendations for those in Phases 2 and 3 will continue with the paper process.

Step 1: Recommendation

The recommending Personnel Committee holds a discussion about potential candidates for a leadership position. It is at this time that the recommending Personnel Committee members discuss all points of consideration regarding the candidate. The discussion, like all Personnel Committee discussions, should remain confidential. However, if needed, the recommending Personnel Committee may seek input from the leaders at the level at which the candidate is being recommended.

The recommending Personnel Committee then proposes the candidate to the approving Personnel Committee by completing and submitting an Application for Leadership Appointment via the Member Portal.

Using the Member Portal, the steps to follow for the recommending Personnel Committee leaders:

1. To get started, leaders from the recommending Personnel Committee log on to their own personal Member Portal account, using the Member ID and password that they have already set up. One person from the committee can initiate the process.

2. The leaders then click on the link for “Leadership Management”;

3. To create a new leadership recommendation, the leaders click “Create New Recommendation”; leaders can also view archived appointments.

4. The organization level for the leadership recommendation as well as the candidate's proposed leadership position and Member ID must be entered. Then the leaders need to click “Validate” to ensure all leadership requirements have been satisfied. If any requirement is not satisfied, leaders will receive a pop-up message that will notify them of the details.

5. If a candidate for leadership has been validated, leaders can view the appointment form where they can manually check if additional guidelines have been met as well as enter the “Reason for Appointment” note, then click “Submit” where remaining leaders from the recommending Personnel Committee can review.

6. The remaining members of the recommending Personnel Committee will be notified via email of any and all leadership recommendations. They can make their selection on the email or log on to their Member Portal to review. They can also review the appointment form where they can view historical logs or make additional comments.

7. If any of the recommending Personnel Committee leaders select Further Discussion Needed or Cancel, the appointment process for that recommendation is put on hold at this step, and the recommending Personnel Committee leaders must then have further discussion.

※ Please Note: If a youth leadership position at the recommending Personnel Committee level is vacant, youth appointments may be initiated and recommended by any higher level within the youth division.
leadership, but should be reviewed by the appropriate Personnel Committee(s) for formal recommendation and approval.

Step 2: Review and Approve

The approving Personnel Committee leaders will be notified via email of any and all leadership recommendations via the Member Portal. All the approving Personnel Committee leaders can make their selection on the email by selecting Approve, Further Discussion Needed, or Cancel.

If the approving Personnel Committee leaders want to respond via the Member Portal, the steps are:

1. The approving Personnel Committee leaders may log on to their Member Portal, using their personal ID and password that they have already set up;
2. They click on the link for “Leadership Management”;
3. They then review the entire Leadership Application(s) and click either Approve, Further Discussion Needed, or Cancel for each recommendation for leadership.

If any of the approving Personnel Committee leaders click on Further Discussion Needed or Cancel any leadership recommendation, the appointment process is put on hold at this step, and the recommending Personnel Committee leaders must be notified and then have further discussion about the leadership recommendation.

Step 3: Visit/Interview—Code of Conduct

The steps for the visit/interview and signing of the SGI-USA Code of Conduct for Leaders form are:

1. Once the approving Personnel Committee gives approval, members of the recommending Personnel Committee will be notified via email that the candidate is ready to be interviewed. An appropriate divisional representative from both the recommending Personnel Committee and the approving Personnel Committee should interview the candidate, preferably together during a visit.
2. The purpose of the recommending Personnel Committee’s interview is to confirm the candidate’s willingness and ability to take on the new leadership responsibility. The purpose of the approving Personnel Committee’s interview is to discuss the specific expectations and

<table>
<thead>
<tr>
<th>Appointment For</th>
<th>Recommended by</th>
<th>Approved by</th>
<th>Requirement</th>
<th>Paperwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Groups *</td>
<td></td>
<td></td>
<td></td>
<td>Application for Leadership, Leadership Card, Code of Conduct</td>
</tr>
<tr>
<td>Culture Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts Department</td>
<td>Personnel Committee at the same level as the appointment (i.e., Zone)</td>
<td>Personnel Committee one level above the appointment (by Territory)</td>
<td>Must hold a district level or higher line leadership position</td>
<td>Application for Leadership, Leadership Card, Code of Conduct</td>
</tr>
<tr>
<td>Courageous Freedom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soka Spirit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Many Treasures Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military Group at territory and national level only</td>
<td>Personnel Committee at the same level as the appointment (i.e., Territory)</td>
<td>Personnel Committee one level above the appointment (by CPC)</td>
<td>Must hold a district level or higher line leadership position</td>
<td>Application for Leadership, Leadership Card, Code of Conduct</td>
</tr>
</tbody>
</table>

* The four official major language groups are Chinese, Japanese, Korean, and Spanish.
responsibilities of the recommended leadership position. If physical distance makes it impossible for the approving Personnel Committee representative to meet the candidate at the same time and/or in person, the interview may be conducted by phone.

3. If the candidate accepts the responsibility, and the interviewing leaders are confident of the candidate’s willingness and ability to fulfill the proposed responsibilities, the interviewing leaders log on to their Member Portal to designate that the candidate accepts or declines leadership.

4. If the candidate accepts leadership and the recommending Personnel Committee leaders click “Candidate Accepts,” an email will be sent to the candidate to log on to his/her Member Portal to fill out a Leadership Information Card (see p. 58) and read and agree to the Code of Conduct for Leaders (see pp. 61–64). Once the candidate logs on to their Member Portal, he/she will see a link for “Leadership Information Card,” which can be selected to begin filling it out along with the Code of Conduct for Leaders. Most of the Leadership Information Card will have pertinent information already indicated on the form from the Statistics Database. The candidate must also upload a headshot as well as enter their date of birth. The concluding portion of the Leadership Information Card will have a link that directs the candidate to read the Code of Conduct. After reading the Code of Conduct, the candidate must either select “Agree” or “Disagree.”

5. If the candidate selects “Disagree,” that candidate will receive a pop-up window informing the candidate that the leadership appointment will be cancelled. The candidate, at this point, can also select to change and elect to “Agree.” If the candidate still wishes to “Disagree,” the leadership appointment will be cancelled and an email will be sent to the recommending and approving Personnel Committee leaders.

6. If the candidate selects “Agree,” the candidate will receive a pop-up window stating that the Leadership Information Card will be sent for review. An email notification will be sent to the recommending Personnel Committee leaders.

※ Please Note: The Leadership Information Card and Code of Conduct for Leaders Signature Form are only necessary for group through national leaders.

Step 4: Date of Announcement

The steps for confirming the final approval and announcement are:

1. The leader from the recommending Personnel Committee that initiated the leadership appointment will need to select the date that the candidate will be announced. This will become the date that the candidate is automatically entered into the Statistics Database as a leader. Both the recommending and approving Personnel Committee leaders will be notified via email as well as in their Member Portal when the candidate has been given final approval.

2. At least two days prior to the leadership appointment, the recommending Personnel Committee should communicate to the following individuals/groups before the general announcement is made:

   • The candidate;
   • The candidate’s new four-divisional line leaders;
   • The candidate’s previous four-divisional line leaders (if applicable).

3. The appointment should then be announced at an appropriate meeting (Kosen-rufu Gongyo Meeting, leaders meeting, etc.) by a leader at least one level above the level of the leader being appointed. The appointment is official once the public announcement has been made.

Recordkeeping

With the new Online Leadership Application Process, all forms will be accessible through the Member Portal. This includes the Application for Leadership Appointment, Leadership Information Card, and a log that the new leader being appointed has agreed to the Code of Conduct for Leaders.

Non-Line Organization Leadership Appointments for Phases 2 and 3 of the Online Leadership Application Process

(includes representatives or leaders of the future division and auxiliary, department, and language groups, etc.)

Coordinators/Representatives or leaders may be appointed for:

- Language Groups (Japanese, Korean, Chinese, and Spanish)
- Culture Department
- Arts Department
Courageous Freedom Group
Many Treasures Group
Military Group (territory level only)
Soka Spirit

At this time, the focus is to solidify leadership at the Zone level. Based on the needs of the organization, in discussion with the Territory, the Zone can decide on Region level appointments, if and where appropriate. All leadership appointments must follow the process outlined in this Manual. Leaders of these groups must fulfill the requirements of holding line leadership responsibility and must have taken the required exams based on the chart on p. 50. Further, at minimum, any leader of these groups must hold a line leadership responsibility at region or zone level and, therefore, this role will be an additional (and not primary) responsibility.

*Please Note: For youth-related appointments, please refer to Chapter 3.*

Any exceptions to non-official language or auxiliary groups listed on p. 52 are the responsibility of the zone to create based upon local need and must also be recommended by the region and approved by the zone, for example, Mother’s Group or local language-based needs other than the four official language groups.

General Scheduling Guidelines

Therefore, in 2019, based on the current demographics of our membership, SGI-USA auxiliary group activities that have been recognized will include an FNCC Conference and one annual activity to be held at the region or zone level, as appropriate.

These activities are held at the Zone level or Region where appropriate. A line leader should attend from at least the same level that the meeting is being held. For example, even if a Zone, Territory, or National level auxiliary leader is invited, for a meeting held at the Region level, please invite a Region through National line leader to share encouragement.

Designated leaders of these groups should discuss and seek from the line leaders prior to setting the activity schedule to ensure that it is in sync with the organizational rhythm. By doing so, these activities can support all members to be united with the specific organization direction or focus. For example, during the May Commemorative Contribution, these activities can be focused toward deepening the understanding and faith of the participants from the perspective of offerings.

The annual activity must be approved by the Zone and/or Territory by submitting an Activity Requisition Form.

When holding the activity, leaders of these groups should not invite members from other organizations.

**Length of Leadership Term**

All leadership positions have a three-year term that is automatically renewed based on the guidelines below. There are no limits to the number of terms a person may serve. At the end of the three-year term, a review should be conducted.

<table>
<thead>
<tr>
<th>FNCC CONFERENCE</th>
<th>ANNUAL ACTIVITY</th>
<th>MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicing Buddhism as People of African Descent Sept 13-16</td>
<td>Civil Rights Themed Activity</td>
<td>February</td>
</tr>
<tr>
<td>Courageous Freedom Group Sept 20-23</td>
<td>SGI Introductory Pride Events</td>
<td>June</td>
</tr>
<tr>
<td>Culture Department July 12-15</td>
<td>At region or zone level</td>
<td>DATE: to be decided locally</td>
</tr>
<tr>
<td>Arts Department Aug 16-19</td>
<td>At region or zone level</td>
<td>DATE: to be decided locally</td>
</tr>
</tbody>
</table>
according to the following guidelines in order to evaluate the leader's demonstrated ability, availability, and willingness to help members, fulfill responsibilities and work in cooperation with other leaders.

Unlike a new leadership appointment, it is not necessary to repeat the appointment process, paperwork and announcement. The purpose of the term review is to express appreciation for the leader's dedicated efforts and to see if that person's lifestyle or schedule changes need to be addressed in regard to continuing his or her responsibility. It is also an opportunity to answer any questions the leader may have about leadership. At this time, any concerns expressed about the leader by others should be considered and discussed.

**District Through Territory**

District through territory leaders' terms will be reviewed as follows:

All territory and zone leaders will be reviewed every three years.

All region and chapter leaders will be reviewed throughout 2016 and every three years thereafter;

All district leaders will be reviewed throughout 2017 and every three years thereafter.

At a minimum, a divisional leader from the recommending level or above should conduct the term review as an individual or as part of a group. Although a term review is ideally conducted face to face, if geographic limitations exist, please conduct the term review in the most appropriate way possible.

The completed Leadership Term Review Form (see p. 59) should be submitted to the approving Personnel Committee after the review has been conducted.

As a result of the term review, the following conditions warranting a change in leadership responsibility may occur. In all cases, the sensitivity of the change should be taken into consideration and the announcement made at the most appropriate level.

**Reassignment or Resignation**

It sometimes happens that those who hold a particular leadership position for a long period of time experience changes in their personal lives (work, health, family, etc.) or other circumstances that make it difficult for them to continue fulfilling their leadership responsibilities.

Under such conditions, individuals have the opportunity to request a reassignment of position or voluntarily resign from their position.

A written resignation should be submitted to the Personnel Committee responsible for recommending a replacement. An appropriate leader should visit the person resigning to better understand the reason for the resignation, to ensure that there are no ill feelings, to express appreciation for past contributions and to encourage him or her toward the future.

**Individual Does Not Accept Another Term**

If a renewal is warranted but the individual decides not to accept a term renewal, then the recommending Personnel Committee should search for another qualified candidate and begin the leadership appointment process.

**Personnel Committee Does Not Renew**

If an individual wishes to serve another term but the recommending Personnel Committee decides not to renew his or her term, then both the recommending and approving Personnel Committees must agree that the leader's term not be renewed; a representative from the approving Personnel Committee must inform the individual directly, preferably in person.

**Leaders Transfer to Another Organization**

When a leader transfers to another organization (for example, another region or zone), every effort should be made to utilize that person's experience in faith and practice, taking into account the individual's desire and the needs of the organization where the leader is transferring.

There is no policy that states that a person's leadership position be automatically transferred, nor is there a policy that a person must start with no leadership position in their new organization.

Before being considered for a new leadership position, the new recommending Personnel Committee should contact a leader from the individual's previous recommending Personnel Committee to determine their qualification for a new appointment. If the transferee is to assume a leadership position, the appointment process must be followed even if the position is the same as their previous assignment.
Leaders Transfer From International Organization

For any member from other SGI countries who transfers to the United States and, if the transferee is considered for a leadership position, please contact the SGI-USA Organization Center to obtain details from the appropriate SGI country by email to orgcenter@sgi-usa.org

Forms

Application for Leadership Appointment — Process for Auxiliary Appointments (Non-Line positions only) (see p. 57)—
http://www.sgi-usa.org/leaders/Forms_for_leaders/index.php

Leadership Information Card (see p. 58) —
http://www.sgi-usa.org/leaders/Forms_for_leaders/index.php

Leadership Term Review Form (see p. 59)—
http://www.sgi-usa.org/leaders/Forms_for_leaders/index.php

Organization Chart (see p. 60)—
http://www.sgi-usa.org/leaders/Forms_for_leaders/index.php

Unit Leader Certificate and Booklet (see p. 27)—
http://www.sgi-usa.org/memberresources/leaders/forms.php
APPLICATION FOR
LEADERSHIP APPOINTMENT
PROCESS FOR AUXILIARY APPOINTMENTS (NON-LINE POSITIONS ONLY)

APPLICATION DATE:____________________

NAME:________________________________

CURRENT LINE LEADERSHIP POSITION:____________________

CURRENT ORGANIZATION:____________________

RECOMMENDED POSITION:____________________

NAME OF ORGANIZATION:____________________

REASON FOR APPOINTMENT (EXPLAIN):

____________________________________________

STEP 1  RECOMMENDATION BY: ______________________

RECOMMENDING PERSONNEL COMMITTEE:____________________

(NAME OF ORGANIZATION)

SIGNATURES OF THE FOUR-DIVISIONAL LEADERS & DATES

1. ______________________  2. ______________________

3. ______________________  4. ______________________

STEP 2  REVIEW & APPROVE BY: ______________________

APPROVING PERSONNEL COMMITTEE:____________________

(NAME OF ORGANIZATION)

SIGNATURES OF THE FOUR-DIVISIONAL LEADERS & DATES

1. ______________________  2. ______________________

3. ______________________  4. ______________________

STEP 3  VISIT/INTERVIEW - CODE OF CONDUCT

(NAME OF ORGANIZATION)

SIGNATURES OF LEADERS & DATES

1. ______________________  2. ______________________

VISITED BY: ______________________  INTERVIEWED BY: ______________________

QUALIFICATIONS:

YEARS OF LEADERSHIP:________  LEADERSHIP CERTIFICATION (YES/NO):________  MEMBERS SPONSORED:________

CODE OF CONDUCT  CONFIRM FINAL APPROVAL

STEP 4  ANNOUNCEMENT

DATE OF ANNOUNCEMENT:____________________

NOTIFY ZONE OFFICE
**LEADERSHIP INFORMATION CARD**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>M.I.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Male</td>
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<tr>
<td>Street Address:</td>
<td></td>
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<tr>
<td>City:</td>
<td>Zip:</td>
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<td>Phone #:</td>
<td>Home</td>
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</table>

**DIVISIONAL & ORGANIZATIONAL INFORMATION:**

<table>
<thead>
<tr>
<th>Division:</th>
<th>Women’s Division</th>
<th>Men’s Division</th>
<th>Young Women’s Division</th>
<th>Young Men’s Division</th>
<th>Future Division</th>
<th>Student Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Territory:</td>
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<td>Region:</td>
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</tr>
<tr>
<td>Chapter:</td>
<td>District:</td>
<td>Group:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GUIDELINES:**

- Total Years of Leadership
- Leadership Certification
- Members Sponsored
- Subscriptions to Living Buddhism/World Tribune
- Contributions

**EDUCATIONAL INFORMATION (HIGHEST ACHIEVED):**

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Major:</th>
<th>Degree:</th>
</tr>
</thead>
</table>

**LEADERSHIP INFORMATION (MOST RECENT FIRST):**

<table>
<thead>
<tr>
<th>Division:</th>
<th>Position:</th>
<th>Date Appointed:</th>
</tr>
</thead>
</table>

**FAMILY INFORMATION (IMMEDIATE ONLY):**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
<th>Date of Birth:</th>
<th>Religion:</th>
<th>SGI-USA Position:</th>
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# Leadership Term Review Form

## ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>Territory:</th>
<th>Zone:</th>
<th>Region:</th>
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<tr>
<th>Chapter:</th>
<th>District:</th>
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## LEADER’S INFORMATION

Name of leader being reviewed: 

Position of leader being reviewed: 

Date leader was appointed to this position: Year of review: 

## PERSONNEL COMMITTEE INFORMATION & SIGNATURES

Name of Recommending Personnel Committee responsible for review: 

Date of review: Does this committee recommend the leader for another term?  

Signatures of Recommending Personnel Committee:

1. 

2. 

Comments:

Please submit this form to the approving personnel committee.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Leader</th>
<th>Vice</th>
<th>Leader</th>
<th>Vice</th>
<th>Leader</th>
<th>Leader</th>
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<thead>
<tr>
<th>Member Care Advisors</th>
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<tr>
<td>Organization</td>
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<thead>
<tr>
<th>Future Division</th>
<th>Student Division</th>
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Please indicate the organizational name and level: ___________________________  Date: ________________

SGI-USA Leadership Manual