



BOARD MEMBER APPLICATION PACK

About Us

The Turning of the Ages Mystery School (TOTAMS) is a totally unique school dedicated to helping global humanity achieve its highest purpose using astrology, cosmology, ceremony, and spirituality. TOTAMS, officially the Shamanic Astrology Mystery School DBA Turning of the Ages Mystery School, is a 501c3 Educational Non-Profit Organization with the registered purpose: “To provide transformational education and teaching to activate original intent for global humanity through personal and planetary empowerment.”

To achieve this we offer comprehensive trainings, astrology certification programs as well as resources, regularly scheduled events, and community membership options. As a modern “Mystery School” we aim to reveal what had been previously hidden, deemed occult, or reserved for only a privileged few based on direct initiatory experience. We recognize that global humanity is experiencing a great turning point in the largest known cycles of history.

Background to Role

Operating as a mystery school also means we are continually learning ourselves, adjusting our teachings and ways of operating as needed. TOTAMS is at an important stage of its organizational development and we are in a period of transformation, rebranding and re-imagining our strategy in line with current times. We are currently undergoing great changes in our school and are transitioning to new ways of delivering our mission and expanding our reach. We are seeking additional members of our Board of Directors with the skills, expertise and time to assist us to uplevel our internal systems, procedures and accountability and take our mission forward.

Role Purpose – Ordinary Trustee

1. Ensure that TOTAMS complies with all relevant charity law & regulations and does not breach any requirements or rules set out in our governing documents.
2. To provide strategic oversight and input into the running of the organization .
3. To contribute towards securing a sustainable funding base for the organization.

Main Duties and Responsibilities

1. Primarily, ensure delivery of the organization’s mission and alignment to core values.
2. Proactively communicate and participate in all meetings, Board Activities and relevant committees.
3. Actively take on tasks and responsibilities in line with your interests and expertise; timely follow through and delivery of agreed assignments.

4. Represent the school to members and external audiences.
5. Maintaining regular communication with the Board President and other Board Members between meetings.
6. Alongside the whole Board, create and implement strategic plans to advance the mission of the school.
7. Secure long-term sustainability of activities including supporting the raising of funding.
8. Assess and manage risk to the organization's finances, reputation and activities.
9. Ensure all activities and decisions are aligned with the best interest of the organization, not individual Board Members.
10. Fulfill all legal and fiduciary responsibilities of Nonprofit Board of Directors as outlined in the organization's governing documents and all relevant laws and regulations.
11. Alongside other Board Members, be responsible for the hiring, appraisal and if necessary, dismissal, of all senior staff roles within the organization.
12. Comply with any additional duties of Board Members as outlined in TOTAMS' Bylaws.

Logistics

- **Location:** Board Members are spread around the world and meetings are held online, typically through Zoom.
- **Time Commitment (regular and ongoing):** The Board meets online monthly for 2 hours per meeting usually at 4pm EST. Trustees are expected to attend these meetings and assist with relevant matters between meetings. TOTAMS is a small NGO with only 1 staff member currently; Trustees are therefore expected to support the running and operations of the school by completing tasks relevant to their interest and skills and committing the time necessary to achieve this. A minimum of 10 hours per month can be expected.
- **Duration:** We are looking for individuals who can commit to our Board for 4 years (2 terms of 2 years each), absent unforeseen circumstances which prevent this.
- **Salary:** This is an unpaid position. Reasonable expenses can be covered if applicable.

About You

You will live the values of TOTAMS, keeping the best interests of our Board Members, Staff and beneficiaries of our work at the heart of decision making. You will have the capability to support our Strategic Plan, working closely with the President and Managing Director to ensure the organization remains well governed and able to deliver our mission.

Experience	Skills & Technical Competencies	Qualities
<ol style="list-style-type: none"> 1. Knowledge of non-profit governance, administration and regulations. 2. Experience in leadership roles, including the demonstrated ability to work alongside team members. 	<ol style="list-style-type: none"> 1. Knowledge of the TOTAMS paradigm and astrological approach or dedication to learning this. 2. An ability to foster positive working relationships with a diverse range of people. 	<ol style="list-style-type: none"> 1. An understanding of, and commitment to, TOTAMS' vision, mission, values and approach. 2. High level of personal integrity and commitment, with highly developed interpersonal, team working and communication skills, resilience and gravitas.

<ul style="list-style-type: none"> 3. Proven ability to make and act on strategic and critical decisions. 4. Previous (or current) experience within a Non-Profit, preferably in a leadership role or as a Board Member (desirable). 	<ul style="list-style-type: none"> 3. Strong leadership and communication skills. 	<ul style="list-style-type: none"> 3. The passion, excitement and time to engage fully in running the school.
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How to Apply

Your application should include a tailored CV/resume of no more than 2 sides, an application letter of no more than 1 side and your astrological birth information (date, time and location of birth). Your letter should detail your relevant experience, ensuring this is in line with above role description and person specification and should highlight your interest in TOTAMS and your motivation for joining our Board. Applications should be sent to info@turningoftheages.com before October 1st. If shortlisted, you will be invited to interview with the President and other members of the board of directors.