

## Rochester Zen Center – Operational and Organizational Decisions

May 15, 2016

Decision	Roshi	Board of Trustees	Business Manager	Treasurer	Sangha	Committees	Department Heads	CM Rental Coordinator	Head of Zendo	Staff
Organizational structure	I	D	I	I	C				I	
Staffing (routine)	D	C	C	C	C		C		I	C
Staffing (non-routine)	I	D	I	C	C		C		I	C
Work process	D						I		I	
Vendor selection			I				D			
Work priorities	I						I		D	C
Monitoring department budgets		C	D	C			I		C	
Annual calendar	D				C	I		I	I	
Events and ceremonies	D				C				I	
Zen Bow	D									
Web site	D							I	I	
Quarterly mailings	D								I	
Bulletin boards	D								I	
Training guidelines	D		I						I	
Trainee applications	D		C				C		I	
Membership applications	D								I	
Sesshin instructional booklets							D	I	I	
Routine legal issues			D							
Non-routine legal issues		D	I			I				
Aesthetic issues (routine)	D						I		I	
Aesthetic issues (major)	D	I					I		I	
Nutrition issues	D						I			
Establishing committees	I	D			C				I	
Supervising committees		D								
Use of volunteers							I		D	
Trustee nominations					I,C	D				
Appointed Trustee	D	C			C					
Sangha-elected Trustees	I	I			D					
Board-elected Trustees	I	D			C					

**D = decision owner****I = input for/influence on the decision****C = to whom decision needs to be communicated**

## Rochester Zen Center – Financial Decisions

May 15, 2016

Decision	Roshi	Board of Trustees	Business Manager	Treasurer	Sangha	Committees	Department Heads	CM Rental Coordinator	Staff
Overall operating budget & adjustments	I	D	I	I	C		I		
Financial statements/charts	C	I,C	D	I	C		C		
Departmental budgets	I	D	I	I			I,C		
Normal purchases up to \$1,000 or 10% of budget			I				D		
Unusual purchases up to \$1,000 or 10% of budget			D				I		
All purchases over \$1,000 or 10% of budget*	I	I	D	I			I		
Capital purchases	I	I	D	I			I		
Make-or-buy issues			I				D		
Information technology			D				I		
Replacement and inventory issues			D				I		
Investment transactions		I	I	I		D			
Investment policies		D	I	I	C	I			
Dues and fees	I	D	I	I	C				
Chapin Mill Rental Fees & Policies		D	I			I		I	
Staff salary/health insurance/retirement policies	I	D	I	I		I			C
Insurance: policy/vendor selection		I,C	D	I					
Use of endowment fund	I	D	I	I	C				
Capital campaigns	I	D	I	I	C	I			
Donor solicitation	I	I	I			D			

\*See "Policy for Contracting and Major Purchases," adopted May 2013.

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