

# Louisville Zen Center – Operational and Administrative Decisions

May 1, 2017

Decision	Group Leader	Board of Directors	Treasurer	Secretary	Sangha	Department Heads
Organizational structure	I	D	I	I	C	
Vendor selection			I			D
Work priorities	I					I
Monitoring department budgets		C	D	C		I
Annual calendar	D				C	
Events and ceremonies	D				C	
Web site	D					
Mailings	D					
Bulletin boards	D					
Training guidelines	D		I			
Trainee applications	D		C			C
Membership applications	D					
Instructional booklets						D
Legal issues		D	I			
Aesthetic issues (routine)	D					I
Aesthetic issues (major)	D	I				I
Nutrition issues	D					I
Establishing committees	I	D			C	
Supervising committees		D				
Use of volunteers	D					I
Director nominations		D			I,C	
Sangha-elected Directors	I	I			D	
Board-elected Directors	I	D			C	

**D = decision owner**

**I = input for/influence on the decision**

**C = to whom decision needs to be communicated**