

**People that Keep the Floating Zendo Afloat
(2009 version)**

Ino—Zendo Coordinator

Term—6 months

- Sees that things run smoothly in the zendo on Tuesdays and Saturdays—finds substitute Doan, Opener if needed, ensures the Meeting House is shut down thoroughly at closing.
- Calls for volunteers for Doan, Shika and Opening/Closing on Tuesdays, Half-day, and Day-long sits. Train volunteers. Post the volunteer's names on bulletin board calendar.
- Makes announcements for monthly and special sittings, parking issues.
- Sees that dana is properly collected and distributed.

**Coordinator
year**

Term—1

- Liaison with Sensei for all activities and publications of the Floating Zendo.
- Manages staffing of sangha and assists with transitions as situations change. Ensures staff performs their responsibilities, provides for training if needed.
- Publishes calendar of events & retreats and other news (can be delegated).
- Conducts Business Meetings on a quarterly basis or as needed. Requests input for agenda items. Reviews financial reports.
- Guides site selection for August sesshin, secures site and interacts with Site staff prior to sesshin.
- Selects Officers for sesshin in consultation with sensei.
- Oversees organization of sesshin and post-sesshin evaluation.
- Interacts with caretaker of the Friends regarding calendar and other issues.

Secretary

Term-1year

- Updates & maintains mailing list in Excel spreadsheet.
- Updates and maintains e-mail list.
- Sends out e-mail & Yahoo group announcements as requested.
- Responds to e-mail received by fzsecretary.org.

Assistant Secretary

Term—1 year

- Takes and distributes Business meeting minutes.

Treasurer **Term—1 year**

- Deposits dana into bank account, cuts checks for expenses, reviews monthly Bank Statement.
- Pays rent to Friends group on a monthly basis.
- Pays registration to Sesshin Site as instructed by Sesshin Shika.
- Tracks all income and expenses on spreadsheets, including final accounting for Sesshin.
- Sends out Thank-you notes to donors.
- Reports to sangha on finances at business meetings.

Website Manager **Term—1 year**

- Monitors announcements distributed by the Yahoo Group.
- Updates Website Calendar and other features on website.
- Posts relevant new content to website.
- Checks e-mail received at FZ@floatingzendo.org
- May cover costs of website until reimbursement by the Sangha treasury.

Communications Coordinator **Term—1 year**

- Increases awareness of the Floating Zendo within the South Bay and the greater Soto Zen Community.
- Facilitates communication with Sister Sanghas and other Soto Zen Sanghas.

Study Group Coordinator **Term- 1 year**

- Presents suggested texts to group.
- Coordinates with Sensei to establish dates for meetings.
- Arranges for site for meetings, and manages dial-up access.
- Distributes announcements of study group to interested persons.
- May request volunteer to moderate.

Social Outreach Coordinator **Term -1year**

- Presents opportunities for social service to the Sangha and organizes service activities, including a Food Drive for Segaki observance.

Audio Coordinator **Term – 1 year**

- Records Dharma Talks by Sensei and posts them to the website.