

## BOARD AND STAFF RESPONSIBILITIES

| ACTIVITY | RESPONSIBILITY |
|----------|----------------|
|----------|----------------|

### PLANNING:

|  |       |
|--|-------|
| Direct the process of planning                                     | Board |
| Provide input to long range goals                                  | Joint |
| Approve long range goals   | Board |
| Formulate annual objectives  | Staff |
| Approve annual objectives  | Board |
| Prepare performance reports on achievement of goals and objectives | Staff |
| Monitor achievement of goals and objectives                        | Joint |

### PROGRAMMING:

|   |       |
|---|-------|
| Assess stakeholder (customers, community) needs             | Staff |
| Train volunteer leaders (nonprofits only)                   | Staff |
| Oversee evaluation of products, services and programs       | Board |
| Maintain program records; prepare program reports           | Staff |
| Prepare preliminary budget                                  | Staff |
| Finalize and approve budget                                 | Board |
| See that expenditures are within budget during the year     | Staff |
| Solicit contributions in fundraising campaigns (nonprofits) | Board |
| Organize fundraising campaigns (nonprofits)                 | Staff |
| Approve expenditures outside authorized budget              | Board |
| Insure annual audit of organization accounts                | Board |

### PERSONNEL:

|                                   |       |
|-----------------------------------|-------|
| Employ Chief Executive            | Board |
| Direct work of the staff          | Staff |
| Hire and discharge staff member   | Staff |
| Decision to add staff (nonprofit) | Board |
| Settle discord among staff        | Staff |

### **COMMUNITY RELATIONS:**

|   |       |
|---|-------|
| Interpret organization to community                   | Board |
| Write news stories                                    | Staff |
| Provide organization linkage with other organizations | Joint |

### **BOARD COMMITTEES:**

|   |       |
|---|-------|
| Appoint committee members   | Board |
| Call Committee Chair to urge him/her into action                    | Board |
| Promote attendance at Board/Committee meetings                      | Joint |
| Recruit new Board members   | Board |
| Plan agenda for Board meetings                                      | Joint |
| Take minutes at Board meetings                                      | Joint |
| Plan and propose committee organization                             | Joint |
| Prepare exhibits, material and proposals for Board and Committees   | Staff |
| Sign legal documents  | Board |
| Follow-up to insure implementation of Board and Committee decisions | Staff |
| Settle clash between Committees                                     | Board |