

Who Does What?

Board/Staff Responsibilities and Relationships

Instructions

Organizational leadership is a partnership of board volunteers and staff. Below are listed some typical actions carried on in most organizations at one time or another. Use the following to indicate who is primarily responsible for the function given: B – board; S – staff; J – joint.

Planning

S Direct the process of planning

J Provide input for long range goals

S Prepare performance reports on achievement of goals and objectives

J Monitor achievement of goals and objectives

S Develop fund-raising plan for the coming year

B Setting the fund-raising goal for the coming year

Program

S Conduct survey of community and/or constituent problems

B Evaluate programs

S Maintain program records; Prepare program reports

J Determine operational policies

B Determine organizational policies

Finance

S Prepare preliminary budget

B Finalize and approve budget

S See that expenditures are within budget during year

B Authorize the purchase or sale of real estate

B Approve expenditures outside authorized budget

B Ensure annual audit of accounts

Personnel

B Employ Executive Director

S Employ other staff

S Direct work of staff

S Conduct performance review with staff persons

B Decision to add staff

S Settle discord among staff

Community Relations

B Interpret Habitat to the community

S Write news stories

J Provide linkage with other organizations in the community

Board/Committees

B Appoint committee members

B Urge committee chair into action

J Promote attendance at board /committee meetings

J Plan agenda for board meetings

S Take minutes at board meetings

J Plan and propose committee organization

S Prepare exhibits, factual material, and proposals for board and committees

B Sign legal documents

S Follow up to ensure implementation of board and committee decisions

B Settle clashes between committees