

BOARD & STAFF BASIC RESPONSIBILITY CHART

PLANNING

	BOARD	STAFF	JOINT
Direct the process of planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve long range goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide input to long range goals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Formulate annual objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve annual objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare performance reports on achievement of goals and objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitor achievement of goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Settle disagreements between board members regarding plans, committees, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONNEL

Employ Chief Executive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hire and discharge staff member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Direct work of the staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Decision to add staff Positions (including budget increase)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settle discord among staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

COMMUNITY RELATIONS

Promote organization to the community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write news stories and promote programs/organization online	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide organization linkage/partnerships with other organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle Public Crisis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

LEGAL

Prepare State and Other Annual Documents

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Review and Sign State and Contribution Documents

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Sign legal documents

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FINANCIALS

Hire CFO and/or Accounting Firm

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Insure annual audit of organization accounts

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Prepare preliminary budget

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Question, Finalize and approve budget

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Oversee that expenditures are within budget during the year

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Organize fundraising campaigns

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Solicit contributions in fundraising campaigns

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Approve expenditures outside authorized budget

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Sign Bank Documents and Sign Checks

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BOARD COMMITTEES

Appoint committee members

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Call Committee Chair to urge him/her into action

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Promote attendance at Board/Committee meetings

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Recruit new Board members

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Plan agenda for Board meetings/Take Minutes at Board Meetings

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Plan and propose committee organization

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Prepare exhibits, material and proposals for Board and Committees

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Follow-up to insure implementation of Board and Committee decisions

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