

Board of Directors Roles and Responsibilities

- 1) Creates the vision and the plan.
 - *Creates and maintains a clear mission and vision.*
 - *Sets long-term measurable goals for the programs and the organization's development.*
 - *Regularly evaluates progress towards goals.*
- 2) Oversees the implementation of the work plan and sets policy.
 - *Knows and understands the program.*
 - *Establishes and oversees implementation of the strategic direction.*
 - *Determines appropriate policies to direct the organization.*
- 3) Supervises the Executive Director.
 - *Delegates authority for organizational management.*
 - *Hires, dismisses, evaluates and sets annual work goals for the ED.*
 - *Serves as court of appeals on difficult personnel issues.*
 - *Acts quickly to prevent incidences of harassment or prejudice.*
 - *Approves personnel policy.*
- 4) Gives and gets money for the organization.
 - *Identifies human and financial resources needed for implementation of the mission.*
 - *Approves the fundraising plan and sometimes help create it.*
 - *Help to open doors to potential donors, funders and in some cases ask for donations.*
 - *Carry out or help with fundraising events and/or make a monetary contribution to the organization.*
- 5) Oversees the finances and compliance.
 - *Bears responsibility for seeing that the organization is financially sound.*
 - *Approve the budget and review monthly reports. Ensure that the Board has the expertise to understand the reports.*
 - *Establish financial policies and ensure accountability- ask questions and exercise "due diligence".*
 - *Ensure compliance with applicable laws and ethical standards.*
- 6) Reaches out to the public and constituency.
 - *Articulate, safeguard, model and promote organizational values.*
 - *Represent the organization in public.*
 - *Reach out to those the organization works with and get feedback.*
 - *Decide the organizations position on issues.*
- 7) Manages its work and replaces itself.
 - *Board chair, with ED, set the agenda for Board meetings and sees that Board members have the necessary information.*
 - *Prepare for meetings in advance.*
 - *Apply an agreed upon decision making process and maximize input of diverse points of view.*
 - *Maintain records of Board decisions.*
 - *Use committees to be more effective.*
 - *Establish policies for how the Board will work, including policies for board member participation*
 - *ID Board needs and new members, elect board members.*
 - *Ensure Board members are trained and evaluate Board member performance.*
 - *Ensure a healthy rotation of board members.*

Executive Director Roles and Responsibilities

- 1) Articulates a vision for the organization and a plan to achieve it.
 - *Provides an articulate vision of the implemented vision and guides the strategic planning process.*
 - *Oversee the creation of an annual work plan.*
 - *Evaluates progress on goals.*
- 2) Directs the programs and work plan.
 - *Oversees the program implementation.*
 - *Holds staff accountable for achieving goals.*
- 3) Manages staff and self.
 - *Hires, fires and evaluates staff.*
 - *Resolves personnel issues.*
 - *Recommends personnel policy.*
- 4) Raises funds and resources.
 - *Works with the Board to id human and financial resources needed for implementation of the mission.*
 - *Provides a draft fundraising plan to the Board.*
 - *Oversees the implementation of the plan including grant writing, events and donations.*
- 5) Oversees the day-to-day management of the finances and reporting.
 - *Ensures that the Board has a draft budget and timely financial reports.*
 - *Recommends draft policies and provides information as requested.*
 - *Oversees compliance and implements ethical standards.*
- 6) Reaches out to the public and constituency.
 - *Provides “public face” to the organization by representing the organizations core values and mission in the community.*
 - *Conducts outreach and builds core relationships for the organization and constituency.*
 - *Reach out to those the organization works with and get feedback.*
 - *Provide input and analysis on issues.*
- 7) Supports the Board.
 - *With the Board President, set the agenda for the Board meetings and see that Board members have the necessary information.*
 - *Prepare for meetings in advance.*
 - *Assist the Board in its decision making process by providing adequate information.*
 - *Maintain records of the Board decisions.*
 - *Shows respect for all Board members and their viewpoints.*
 - *Sometimes participates on committees.*
 - *Assists with follow up.*
 - *Suggest potential Board candidates.*
 - *Helps to orientate new Board members.*

Staff Roles and Responsibilities

- 1) Implements the goals of strategic planning.
 - *Provides input, participate in planning.*
 - *Creates an annual workplan.*
 - *Regularly evaluates progress towards goals.*

- 1) Implements the work plan.
 - *Develops and manages programs.*
 - *Implements the workplan and see that they meet their goals.*
 - *Implement work in keeping with the strategic direction and mission.*
 - *Evaluate programs.*

- 2) Gives input into organizational management.
 - *Gives input on drafts of personnel policy.*
 - *Creates job descriptions.*
 - *Completes peer evaluations on an annual basis.*

- 3) Participate in fundraising efforts.
 - *Create or help to create a fundraising plan, support the Board.*
 - *Manage and implement grant-seeking, donors, and participate in fundraising events.*

- 4) Provide timely, accurate financial information.
 - *Provide a draft budget to the Board and ED.*
 - *Manage and record day-to-day finances.*
 - *Generate understandable financial reports, regularly.*
 - *Implements financial policies.*
 - *Implements compliance with funding agencies, applicable laws and ethical standards.*

- 5) Reach out to the public and constituency.
 - *Represent the organization in public.*
 - *Reach out to those the organization works with, get feedback.*
 - *Provide input and analysis on issues.*

- 6) Supports the Board.
 - *Staff provides Board members with the necessary information.*
 - *Shows respect for all Board members and their viewpoints.*
 - *Sometimes participates on committees.*
 - *Assists with follow up.*
 - *Suggests potential Board candidates.*
 - *Helps to orient new Board members.*