

## Board and Staff Responsibilities

### PLANNING

ACTIVITY	RESPONSIBILITY
Direct the process of planning	Staff
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

ACTIVITY	RESPONSIBILITY
Assess stakeholder (customers, community) needs	Staff
Train volunteer leaders	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	Board
Organize fundraising campaigns	Staff
Approve expenditures outside authorized budget	Board
Ensure annual audit of organization accounts	Board

### PERSONNEL

ACTIVITY	RESPONSIBILITY
Employ chief executive	Board
Direct work of the staff	Staff
Hire and discharge staff members	Staff
Decision to add staff	Board
Settle discord among staff	Staff

### COMMUNITY RELATIONS

ACTIVITY	RESPONSIBILITY
Interpret organization to community	Board
Write news stories	Staff
Provide organization linkage with other organizations	Joint

### BOARD COMMITTEES

ACTIVITY	RESPONSIBILITY
Appoint committee members	Board
Call committee chairs to instigate 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
Execute legal documents and/or appoint agent to execute	Board
Follow-up to ensure implementation of board and committee decisions	Staff
Settle clash between committees	Board

Source: The Management Assistance Program for Nonprofits