

Board & Staff Responsibility Clarification Exercise

Or

Whose job is it?

Please mark the appropriate box, assigning each item to the individual (group) having primary responsibility. You may check more than one box if you feel the responsibility is shared, but please attempt to assign primary responsibility.

	<u>Board</u>	<u>Executive Director/Staff</u>
1. Determine the organization's goals	<input type="checkbox"/>	<input type="checkbox"/>
2. Fundraising for the organization	<input type="checkbox"/>	<input type="checkbox"/>
3. Hire the Executive Director	<input type="checkbox"/>	<input type="checkbox"/>
4. Evaluate the Board's performance annually	<input type="checkbox"/>	<input type="checkbox"/>
5. Keep board members informed of operations	<input type="checkbox"/>	<input type="checkbox"/>
6. Policy formulation	<input type="checkbox"/>	<input type="checkbox"/>
7. Administer all phases of operations	<input type="checkbox"/>	<input type="checkbox"/>
8. Hire & supervise professional staff	<input type="checkbox"/>	<input type="checkbox"/>
9. Plan methods of program delivery	<input type="checkbox"/>	<input type="checkbox"/>
10. Implement programs	<input type="checkbox"/>	<input type="checkbox"/>
11. Responsible for meeting all legal requirement	<input type="checkbox"/>	<input type="checkbox"/>
12. Recruit new board members	<input type="checkbox"/>	<input type="checkbox"/>
13. Orient, train, & develop board members	<input type="checkbox"/>	<input type="checkbox"/>
14. Draft the annual operating budget	<input type="checkbox"/>	<input type="checkbox"/>
15. Establish salary administration plan	<input type="checkbox"/>	<input type="checkbox"/>
16. Implement salary administration plan	<input type="checkbox"/>	<input type="checkbox"/>
17. Implement policy	<input type="checkbox"/>	<input type="checkbox"/>
18. Prepare information on strategic choices for the board	<input type="checkbox"/>	<input type="checkbox"/>
19. Recommend board members for various committees	<input type="checkbox"/>	<input type="checkbox"/>
20. Provide community relations contacts with community	<input type="checkbox"/>	<input type="checkbox"/>
21. Evaluate Executive Director annually	<input type="checkbox"/>	<input type="checkbox"/>
22. Evaluate organization's results	<input type="checkbox"/>	<input type="checkbox"/>
23. Assess organization's problems	<input type="checkbox"/>	<input type="checkbox"/>
24. Approve annual budget	<input type="checkbox"/>	<input type="checkbox"/>