

Board and Staff Roles Worksheet

For each issue/task, indicate with the appropriate letter where you are now and where it should be...

- A. Board initiates and decides on its own (executive director may implement).
- B. Executive director formally recommends and board decides.
- C. Executive director decides and/or acts after consultation with board members during or outside of normal board or committee meetings.
- D. Executive director and/or staff act on their own within previous board policies.

<i>ISSUES AND TASKS</i>	<i>IS NOW</i>	<i>SHOULD BE</i>
Develop mission statement and strategic plan for organization		
Establish formal annual goals, objectives, and workplan		
Recruitment and orientation of new board members		
Adoption of new programs or services		
Termination of current programs or services		
Program evaluation		
Set board and committee structure		
Develop policies regarding board roles and activities		
Follow-up on board actions (members keeping commitments)		
Changes in bylaws to keep current		
Board meeting agendas		
Preparation of annual income and expense budget		
Budget amendments as required		
Capital expenditures and quarterly accounting		
Investment policies		
Hiring, salaries, and evaluation of staff other than the ED		
Establish personnel policies and practices		
Developing job descriptions for staff positions		
Arrangements for external audits and organization's insurance		
Fundraising plans and policies		
Maintain relationships with donors		
Grant writing		
Other ...		