

BOARD AND STAFF RESPONSIBILITIES

Standards 5, 6, 10.



Function/Task	Suggested Primary Responsibility		
	Board	Staff	Other
Planning			
Determine basic agency purpose/goals	Board		
Determine which community needs should be met and to what extent	Board		
Determine categories of services to be provided	Board		
Determine long-range/strategic plans for program	Board		
Develop programs to meet needs		Staff	
Set specific program objectives		Staff	
Determine funding level needed to run organization		Staff	
Develop program evaluation system		Staff	
Policy			
Provide background information		Staff	
Give input to policy	Board	Staff	
Make policy	Board		
Fundraising			
Develop fundraising plan	Board	Staff	
Develop funding sources	Board	Staff	
Solicit funds and other resources			
Evaluate fundraising success			
Financial Management			
Prepare agency budget		Staff	
Monitor how funds are spent each day		Staff	
Monitor total funding picture	Board		
Hire CPA for audit	Board		
Do bookkeeping		Staff	
Personnel			
Determine agency personnel policies	Board		
Recruit, screen, hire, supervise and terminate:			
• Executive Director	Board		
• Paid staff		Staff	
• Board Members	Board		
• Non-Board/Committee Volunteers		Staff	
Provide training and development opportunities for			
• Executive Director	Board		
• Paid staff		Staff	
• Board members	Board		
• Non-Board/Committee Volunteers		Staff	

Function/Task	Suggested Primary Responsibility		
	Board	Staff	Other
Develop procedures and evaluate performance of:			
• Executive Director	Board		
• Paid staff		Staff	
• Board Members	Board		
• Non-Board/Committee volunteers		Staff	
Public Relations			
Develop a formal public relations plan		Staff	
Implement public relations plan		Staff	
Serve on the boards of other agencies	Board	Staff	*As long as there are no conflicts of interest
Maintain contact with state, national affiliates	Board	Staff	
Other			
Establish management assessment procedure		Staff	
Determine board nomination policies	Board		
Recruit and train Board members	Board		(The ED can assist the Board.)