

WHOSE ROLE IS IT ANYWAY?

Board Shared Responsibilities: Ambassador, Fundraise, Legal Requirements and Recruitment, Orient and Onboard Members

Executive Director

Hire and fire staff, set job descriptions & compensation
Work collaboratively with board
Maintain strong relationship & partnership with board chair
Manage, support staff, evaluate staff
Lead fundraising plan and strategy (may delegate)
Creates and follows policies and procedures
Main public messenger
Manage & implement programs
Identify and limit/manage risk
Assist board in creating vision for strategic plan
Lead capacity building efforts
Lead mission and goal attainment efforts
Lead budget process with Chair/Finance Chair/Treasurer
Ensure timely and accurate financials

Board Chair

Lead & manage board members and Executive Committee
Create, populate, ensure strategic alignment, and be ex-officio on all committees
Follow bylaws, laws, and rules
Serve as a main public messenger (discuss with ED)
Lead ED evaluation
Establish clarity of board roles and responsibilities (Board Agreement)
Communicate regularly with ED and Board
Maintain strong relationship & partnership with ED
Create and pass budget with support of ED/Finance Chair
Recruit, retain, and hold board members accountable
Supervisor of ED
Support ED onboarding and succession planning

Board Member

Support Chair in all tasks
Honor mission, follow bylaws, and support goals
Raise 10%-20% of orgs budget through “give/get” policy
Cultivate financial support
Participate in development activities
Review org finances regularly
Set policy
Attend all meetings
Assist board chair in onboarding and succession planning of ED
Serve on committee(s)
Fulfill board expectations

Vice Chair

Serve on Executive Committee
Understand and assume chair role as needed

WHOSE ROLE IS IT ANYWAY?

Treasurer

Track and provide accurate and timely financials
Authorized signer on accounts
Play lead role in audits
Serve on Executive and Finance Committee
Boards main steward of financial health and financial compliance
Assist in budget process, 990, and financial statements

Not
Accountant or bookkeeper

Secretary

Lead record keeper for board, government, and stakeholders
Oversees taking and distribution of minutes
Serve on Executive Committee
Can assume chair role if others are absent
Notify board of meetings in advance

Committee Chairs

Lead committee meetings and process
Accomplish goals set by committee and delegated by board
Report out on progress to full board
Recruitment new committee members for sustainability

Staff

Report to ED
Implement activities and operations
Implement and support fundraising activities
Gather performance data of programs
Inform ED of liability or organizational problems
Follow employee handbook and laws