

## **Board and Staff Responsibilities**

**ACTIVITY** RESPONSIBILITY

Direct the process of planning Provide input to long range goals Provide input to long range goals Provide input to long range goals Pormulate annual objectives Staff Approve annual objectives Board Prepare performance reports on achievement of goals and objectives Prepare performance reports on achievement of goals and objectives Staff Monitor achievement of goals and objectives Working  Assess stakeholder (customers, community) needs Staff Train volunteer leaders (nonprofits only) Staff Coversee evaluation of products, services and programs Board Maintain program records, prepare program reports Staff Finalize and approve budget Staff Finalize and approve budget See that expenditures are within budget during the year Solicit contributions in fundraising campaigns (nonprofits) Board Organize fundraising campaigns (nonprofits) Staff Approve expenditures outside authorized budget Board Insure annual audit or organization accounts Board Direct work of the staff Hire and discharge staff member Decision to add programs or key staff (nonprofit) Board Settle discord among staff Community Board Write news stories Provide organization to community Board Appoint committee members Call Committee Chair to urge him/her into action Promote attendance at Board/Committee meetings Joint Plan and propose committee organization Prepare material and proposals for Board and Committee decisions Staff Staff Staff Staff Staff Staff Staff Splan and propose committee organization Prepare material and proposals for Board and Committee decisions Staff Settle class between Committees Board	ACTIVIT	INEOI ONOIDIEIT I
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Sign legal documents Board Follow-up to insure implementation of Board and Committee decisions Staff		
Follow-up to insure implementation of Board and Committee decisions Staff	Prepare material and proposals for Board and Committees	Staff
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Settle clash between Committees Board	Follow-up to insure implementation of Board and Committee decisions	Staff
	Settle clash between Committees	Board