

The Basic Roles of Boards and Staff

	<u>Board</u>	<u>Staff</u>
<u>Policy</u>	Makes policy in such areas as finance, personnel, legal issues, systems, etc.	Provides information for the Board to do so. Implements approved policies.
<u>Legal/ Finance</u>	Ensures agency is properly managed; that government procedures are followed; uses proper judgment in all business and financial transactions.	Compiles all information and regularly reports to the board. Keeps board informed of all business transactions and alerts board if illegal/unethical procedures may occur.
<u>Planning</u>	Approves agency's mission. Approves goals, objectives and direction.	Works with the board to review agency mission and develop new programs. Creates annual evaluation plans.
<u>Program</u>	Approves all program ideas.	Implements programs approved by board.
<u>Personnel</u>	Recruits, hires, and evaluates Executive Director. Reviews and approves personnel policies.	Hires and evaluates all other personnel. Helps prepare personnel policies for board consideration.
<u>Board Governance</u>	Recruits new members according to by-laws. Provides training. Maintains meeting minutes. Enforces member job description and by-laws. Provides on-going training and development.	Provides input of member names to board for consideration. Helps train members. Helps prepare and distribute minutes.
<u>Fundraising</u>	Approves fundraising goals and plans. Participates in efforts.	Provides input to fundraising plans. Helps implement fundraising efforts.
<u>Public Relations</u>	Represents the agency to the public.	Does the same!

Board members have a legal and moral obligation to educate themselves about the affairs of the agency; to know the financial situation; to question decisions and take responsibility for the agency's development. Executive Directors are hired to provide administrative and program expertise in order to implement the policies of the board. This partnership between board and staff merits constant evaluation and attention.