

# WHO DOES WHAT?

## Board/Staff Responsibilities and Relationships Best Practice Answers

Recommended answers, remember there are no “absolutes”. Collective thinking from Nonprofit Boards and Staff indicates the following answers for nonprofit best practices.

### PLANNING:

- ☐ B Direct the process of planning
- ☐ J Provide input to long range goals
- ☐ B Approve long range goals
- ☐ S Formulate annual objectives
- ☐ B Approve annual objectives
- ☐ S Prepare performance reports on achievement of goals and objectives
- ☐ J Monitor achievement of goals and objectives
- ☐ S Develop fund raising plan for the coming year
- ☐ B Set the fund raising goal for the coming year

### PROGRAMMING:

- ☐ S Assess stakeholder (customers, community) needs
- ☐ S Train volunteer leaders
- ☐ B Oversee evaluation of products, services and programs
- ☐ S Maintain program records; prepare program reports
- ☐ S Prepare preliminary budget
- ☐ B Finalize and approve budget
- ☐ S See that expenditures are within budget during the year
- ☐ B Solicit contributions in fundraising campaigns
- ☐ S Organize fundraising campaigns
- ☐ B Approve expenditures outside authorized budget
- ☐ B Insure annual audit of organization's accounts

### PERSONNEL:

- ☐ B Employ Chief Executive
- ☐ S Direct work of the staff
- ☐ S Hire and discharge staff member
- ☐ S Conduct performance review with staff persons
- ☐ B Decision to add new staff role
- ☐ S Settle discord among staff

### COMMUNITY RELATIONS:

- ☐ B Interpret organization to community
- ☐ S Write news stories
- ☐ S Develop messages, communication outreach
- ☐ S Provide organization linkage with other organizations
- ☐ J Identify/promote outreach opportunities

### BOARD COMMITTEES:

- ☐ B Appoint committee members
- ☐ B Call Committee Chair to urge them into action
- ☐ B Recruit new Board members
- ☐ S Prepare exhibits, material and proposals for Committees
- ☐ J Plan agenda for Board meetings
- ☐ J Plan and propose committee organization
- ☐ S Follow-up to insure implementation of Board and Committee decisions
- ☐ J Promote attendance at Board/Committee meetings
- ☐ B Sign legal documents
- ☐ J Take minutes at Board meetings
- ☐ B Settle clash between Committees