

Board and Staff Roles & Responsibilities

Board Responsibilities	Board Activities	Potential Overlap (to Avoid) <i>Ideal is supportive vs directive approach</i>	Staff Responsibilities
Governance and Committee work	Set organizational strategic direction, overarching policies, Board procedures.	Trying to set operational activities, directing the work of staff (should be adding value to the work of staff)	Operations
Oversight of President/Executive	Review reports/outcomes on a regular basis. Set annual expectations for the President only. Annual review (including salary) of President only	Trying to manage the work of staff. Trying to manage staff Setting annual activities (HOW) for staff leadership.	Implementation of Programs
Fiscal Oversight: Set Budget and review monthly outcomes	Approve annual budget. Have active knowledge of organization's financial situation	Trying to direct how staff should modify budget vs. supporting staff with knowledge on how they can do so.	Fiscal Management: Manage Budget
Support Fundraising	Represent the organization to the community. Make connections As requested, ask for support from connections	Trying to fundraise outside staff plan or without staff knowledge.	Implement Fundraising
Set and Support Mission, Vision, Values	Set/confirm mission; ensure it drives all decisions. Set/confirm vision; ensure strategies and actions are working toward that goal. Set/confirm values; ensure organizational culture supports values.	Trying to determine HOW staff implements mission in a directive approach vs brainstorming or making connection and/or suggestions.	Implement Mission, Vision, Values

