

THE BASIC ROLES OF BOARDS AND STAFF

	Board	Staff
POLICY	Makes policy in such areas as finance, personnel, legal issues, systems, etc.	Provides information for the Board to do so. Implements approved policies.
LEGAL/ FINANCE	Ensures the agency is properly managed; that proper government procedures are followed; uses proper judgement in all business and financial transactions.	Compiles all information and regularly reports to the board. Keeps board informed of all business transactions and alerts the Board if illegal or unethical issues might occur.
PLANNING	Approves the agency's mission and its parameters. Approves goals, objectives and direction.	Works with the Board to review agency mission and develop new programs. Creates annual evaluation plans.
PROGRAM	Approves all program ideas.	Implements programs approved by the Board.
PERSONNEL	Recruits, hires, and evaluates Executive Director. Reviews and approves personnel policies.	Hires and evaluates all other personnel. Helps prepare personnel policies for Board consideration.
BOARD GOVERNANCE	Recruits new members according to by-laws. Provides training. Maintains meeting minutes. Enforces member job description and by-laws. Provides on-going board training and development.	Provides input of member names for Board Consideration. Helps train members. Helps prepare and distribute minutes. Provides consistent Board development.
FUNDRAISING	Approves fundraising goals and plans. Participates in efforts.	Provides input to fundraising plans. Helps implement fundraising efforts.
PUBLIC RELATIONS	Represents the agency to the public.	Does the same!

The Board is responsible for selecting, employing and evaluating the executive director to ensure that the agency receives competent management. 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.

The bottom line is that it is the Board which is responsible for the functions of the agency. Executive directors are hired to provide administrative and program expertise in order to implement the policies of the Board. The partnership created by staff and Board needs constant evaluation and attention.

