

Management or Governance

Board and Staff Roles—understanding the difference between governance responsibilities (board’s role) and management responsibilities (staff’s role) is a fundamental to running effective and efficient non-profit. Use this form to discuss and clarify the role of the board, committees and staff. For more information or a workshop, visit www.mayeswilsonassociates.com.

		BOD	COM	ED
Planning	Affirm/revise mission			
	Set the organization’s strategic direction; provide ongoing strategic thinking			
	Evaluate board performance on fulfilling its governance responsibilities			
	Develop the strategic planning process, ensuring board engagement			
	Spearhead operational (annual) planning			
Policy	Draft and refine policies			
	Approve policies			
Legal	Oversee compliance with laws, regulations, and internal policies.			
	Ensure that federal and state reports are submitted in a timely manner			
Programs	Propose and implement programs to achieve organization mission			
	Approve new programs			
	Maintain program records and provide appropriate reports to the board			
	Evaluate program success and impact			
Personnel	Ensure the organization has personnel policies, grievance procedures and an annual employee evaluation process			
	Hire and evaluate the executive director; set annual goals with executive director consistent with the strategic plan goals			
	Ensure staff have goals that support the strategic plan; evaluate staff			
Finances	Provide fiscal oversight			
	Prepare and refine the draft budget			
	Approve the annual budget			
	Ensure annual review or audit			
Fundraising / Relationships	Ensure adequate resources to carry out the mission			
	Make connections to people, corporations and foundations to support the organization			
	Be an ambassador promoting the mission and programs			
Board	Ensure the board has the skills/talents it needs to lead the organization			
	Recruit, recommend, screen potential board and committee members			
	Plan board meeting agendas			
	Insure board has materials to make informed and timely decisions			

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