

Who Does What?
BOARD & STAFF ROLES AND RESPONSIBILITIES

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Nonprofit governance and operations are a partnership among board, volunteers, and staff. Following is a list of typical roles and responsibilities carried out by nonprofits.

Mark an **S** by those items primarily a **staff** responsibility..

Mark a **B** by those items primarily a **board** responsibility.

Mark a **J** by those items that are a **joint** responsibility.

BOARD DEVELOPMENT

- 1 ____ Identify new board members.
- 2 ____ Recruit new board members.
- 3 ____ Approve new board members.
- 4 ____ Enforce term limits and bylaws.

BOARD/COMMITTEES

- 1 ____ Appoint committee members.
- 2 ____ Call committee chair to urge action.
- 3 ____ Promote attendance at meetings.
- 4 ____ Plan agenda for board meetings.
- 5 ____ Take minutes at board meetings.
- 6 ____ Prepare materials for board/committees.
- 7 ____ Sign legal documents.
- 8 ____ Insure follow up to board/committee decisions.
- 9 ____ Settle disagreements between committees.

PLANNING

- 1 ____ Direct the process of planning.
- 2 ____ Provide input for long range goals.
- 3 ____ Approve long range goals.
- 4 ____ Formulate annual objectives.
- 5 ____ Approve annual objectives.
- 6 ____ Monitor achievement of goals & objectives
- 7 ____ Provide reports at board meetings & annually.

FINANCE

- 1 ____ Prepare preliminary budget.
- 2 ____ Finalize and approve budget.
- 3 ____ See that expenditures are within budget during the fiscal year.
- 4 ____ Solicit contributions, financial and in-kind.
- 5 ____ Organize fundraising and sponsorships.
- 6 ____ Approve expenditures outside authorized budget.
- 7 ____ Require and review an annual audit by an independent auditor.
- 8 ____ Prepare grants and proposals to foundations and corporations.

PERSONNEL

- 1 ____ Employ the executive director
- 2 ____ Interview and hire staff.
- 3 ____ Interview and place volunteers.
- 4 ____ Settle problems among staff.
- 5 ____ Decide on the need for paid positions.

PROGRAMS

- 1 ____ Assess stakeholder needs.
- 2 ____ Implement programs.
- 3 ____ Evaluate program effectiveness.
- 4 ____ Initiate new programs.
- 5 ____ Establish program priorities.
- 7 ____ Train volunteers.
- 8 ____ Maintain records and prepare reports.

COMMUNITY RELATIONS

- 1 ____ Meet with community leaders.
- 2 ____ Write news stories.
- 3 ____ Develop media connections.
- 4 ____ Provide key spokespersons to media.
- 5 ____ Represent the organization.
- 6 ____ Provide linkage to other organizations.