

Board/Staff Roles Worksheet

For each issue or task, indicate with the appropriate letter where your board is now and where it should be:

- A. Board initiates and decides on its own (chief executive may implement).
- B. Chief executive formally recommends and board decides.
- C. Chief executive decides and/or acts after consultation with board members during or outside of normal board or committee meetings.
- D. Chief executive and/or staff act on their own within approved guidelines.

Issues and Tasks	Is Now	Should Be
1. <i>Mission statement for organization</i>		
2. <i>Formal annual goals and objectives</i>		
3. <i>Recruitment of new board members</i>		
4. <i>Board and committee structure</i>		
5. <i>Policies regarding board role and activities</i>		
6. <i>Hiring and salaries of staff other than CEO</i>		
7. <i>Changes in bylaws to keep current</i>		
8. <i>Annual income and expense budget</i>		
9. <i>Budget amendments as required</i>		
10. <i>Capital expenditures</i>		
11. <i>Staff compensation policies</i>		
12. <i>Other personnel policies and practices</i>		
13. <i>Investment policies</i>		
14. <i>Arrangements for external audit</i>		
15. <i>Fundraising plan and policies</i>		
16. <i>Adoption of new programs or services</i>		
17. <i>Termination of current programs or services</i>		
18. <i>Staff organizational structure</i>		
19. <i>Organization's insurance program</i>		
20. <i>Board meeting agendas</i>		
21. <i>Other</i>		