



BOARD / LEADERSHIP STAFF (CEO/EXECUTIVE DIRECTOR) PARTNERSHIP

Responsibility Area	Joint/Overlapping Roles Board/CEO	Role of the Board	Role of Staff (CEO/Executive Director or their designee)
Finance	<p>Develop financial policies and internal controls.</p> <p>Establish overall income and expense parameters for the budget.</p> <p>Modify the budget as needed in response to actual results.</p>	<p>Approve the budget.</p> <p>Understand the budget to actual report and ensure that appropriate strategies are implemented in response to changes.</p> <p>Understand the cash flow budget and ensure that cash flow is managed responsibly.</p> <p>Hire the auditor.</p> <p>Understand the audit and the management letter and ensure that management responds to auditor comments.</p> <p>Review financial indicators and ensure that needed adjustments are made.</p> <p>Approve internal controls policies.</p> <p>Approve investment policies and ensure they are followed</p> <p>Ensure compliance with reporting requirements.</p>	<p>Develop an annual budget.</p> <p>Determine specific expenditures within approved budget lines.</p> <p>Develop and distribute cash flow, budget to actual and other reports for managing the organizations finances.</p> <p>Respond to auditor findings.</p> <p>Comply with financial policies approved by board and reporting requirements.</p>
Personnel & Membership	<p>Establish a whistle blower policy.</p> <p>Establish a grievance policy.</p> <p>Identify and recruit new Board & Committee Members</p>	<p>Hire/ Evaluate / Establish Compensation for the CEO & Executive Director.</p> <p>Approve organizational personnel policies</p> <p>Review other salary information</p> <p>Approve whistleblower policy</p> <p>Ensure that an appropriate grievance policy is in effect for staff</p>	<p>Hire all staff other than the CEO or Executive Director</p> <p>Recruit, Hire, Monitor and Evaluate Staff</p> <p>Set compensation and benefits for individual employees within organizational policies.</p>
Program	<p>Establish program objectives.</p> <p>Determine when to initiate or eliminate programs.</p>	<p>Ensure that programs are achieving established objectives.</p> <p>Approve new program areas</p>	<p>Develop and implement programs.</p> <p>Provide evidence of program effectiveness & accomplishments</p>