

Board and CEO Roles & Responsibilities

Board as a Group	Individual Board Member	CEO
Sets policy (examples: personnel, gift acceptance, investment, financial).	Provides financial support: gives his/her own gift, raises money, utilizes fundraising contacts, connects the organization to revenue streams, identifies prospects (corporate, individual and foundation).	Formulates budgets and maintains an accounting system. Monitors and manages organizational cash flow.
Establishes and safeguards the mission and vision of the organization.	Serves as an ambassador – spreads the word about the organization’s mission. The positive face of the organization!	Submits, implements, monitors and reports on grants.
Engages in strategic planning and dialogue. Ensures the future of the organization through strategic planning, evaluation and monitoring.	Participates in nominating new board members.	Sets day-to-day policy and implements organizational policy set by board.
Recruits, orients new board members and maintains the health of board.	Buys tickets to, attends, and brings guests to events.	Co-leads strategic planning process with board. Implements strategic plan.
Hires, supervises, retains, supports, and evaluates the CEO. Ensures fair treatment and compensation.	Attends board and committee meetings; reads all preparatory material.	Serve as organization’s chief spokesperson.
Ensures the financial health of the organization: fundraising and financial oversight.	Uses her/his personal expertise and connections to benefit the organization.	Prepares board members for productive meetings by providing accurate and timely information.
Ensures compliance with all state, county, city, and federal laws. Ensures compliance with the IRS.	Knows and understands roles and boundaries of board members and communicates these to others.	Knows and understand roles and boundaries for board and staff; communicates these to others.
Ensures proper community representation on the board.	Represents her/his communities and constituencies.	Provides leadership for board and staff.

Board as a Group	Individual Board Member	CEO
Assesses board performance (annually).	Stays informed about issues affecting the organization, both internal and external.	Plans, develops and supervises programs.
Hires organizational counsel – legal, financial, fundraising.	Engages in strategic dialogue with other board members to affect good decision-making.	Recommends programmatic and policy changes to the board.
Monitors and evaluates program quality.		Prepares and submits regular budget and expenditure reports to the board.
Establishes and follows conflict of interest policy.		Develops a staffing structure that supports the efficient delivery of programs and services, accomplishment of major goals identified in the strategic plan, and effective overall management. Directly supervises the activities of the staff.
		Acts as primary liaison with various governmental entities and community organizations.
		Develops and maintains records and reports on programs and services provided by the organization.
		With the chair of the board, enables the board to fulfill its governance function and facilitates the optimum interaction between management and the board.
		Leads fundraising efforts, including supporting the board’s involvement in fundraising, personally cultivating and soliciting donors, and supervising development staff and implementation of fundraising plans and policies approved by the board.



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