

Board of Directors

Executive Director/Staff

OVERSIGHT

Drafts and/or approves board policies and code to guide and protect the organization, board, staff	Oversees daily operations, which are in line with policies and code
Meets all legal requirements	Oversees and organizes events/memberships
Hires the executive director and delegates to the executive director daily operations	Hires staff and delegates operational responsibilities
Expects regular and objective reports from staff	Keeps the board president/VP/board of directors updated

PLANNING AND EVALUATION

Adopts overall strategic mindset by focusing on the big issues	Ensures that strategic planning happens with board's appropriate involvement
Evaluates the performance of the executive director and determines appropriate compensation	Leads operational planning and approves the plans for the staff
Evaluates its own performance regularly	Ensures a process for staff performances, approves staff compensation, and evaluates their performance
Via staff reports assesses the organization's achievement of its goals	Requires staff to prepare and present reports to monitor their departments' progress toward goals

FINANCES

Fiduciary duty over the organization: makes sure adequate financial expertise is secured	Prepares annual budget and provides the board with regular financial statements
Sets overall fiscal policies and ensure appropriate internal controls	With staff, handles the daily financial operations and monitors cash flow
Approves the annual budget and monitors financial reports	Defines financial policies and procedures for all daily money transactions, works toward securing funding for programs
Hires an auditor and reviews the audit	Presents the yearly association audit

BOARD RECRUITMENT AND DEVELOPMENT

Through governance committee, ensures that the board's composition reflects the organization's needs: actively cultivates new recruits	Assists in identifying potential board members; assigns staff to support the board
Drafts board-specific policies and ensures the code is accurate and updated	Assists the board in policy and code monitoring
Incorporates governance training, including orientation	Assists the board in governance and onboarding training

BOARD, EXECUTIVE DIRECTOR, AND STAFF WORK TOGETHER FOR AGREED-UPON OBJECTIVES