

NON-PROFIT RESPONSIBILITIES

Role of the Board of Directors

- Determine mission and purpose
- Govern by setting broad policies, goals and objectives
 - Hire and oversee work of CEO
 - Focus resources and efforts on mission
 - Ensure effective organizational planning
 - Ensure adequate resources
 - Participate in fundraising campaigns
 - Approve annual budget
 - Approve addition of staff positions
- Approve and monitor annual program strategies
 - Enhance the public image
- Account to the public for services and expenditures
 - Recruit new Board members

Role of the Staff

- Carry out the mission through programs
 - Direct the process of planning
 - Provide input to long-range goals
- Formulate and report on annual program strategies and activities
 - Prepare preliminary budget
 - Organize fundraising campaigns
 - Undertake day-to-day operations
 - Maintain program records
- Provide complete and accurate information to the Board

Based on model from The Management Assistance Program for Nonprofits
With permission from Carter McNamara, PhD