

CRS Board and Staff Responsibilities

To help decide who does what, regarding board and staff, identify the following activities as to which should be done by **Board** (either as a whole, a committee or officer), **Staff** or **Jointly**. The results will be reviewed by board members to help finalize who we would like to do what between board and staff members and help the organization run more smoothly.

Activity	Responsibility
PLANNING:	Circle one
1. Direct the process of planning	B S J
2. Provide input to formal long range goals	B S J
3. Approve long range goals	B S J
4. Formulate annual objectives	B S J
5. Approve annual objectives	B S J
6. Prepare performance reports on achievement of goals and objectives	B S J
7. Monitor achievement of goals and objectives	B S J
PROGRAMS & FINANCE:	<i>Administrator monitors and reports Board reviews (takes action if necessary)</i>
1. Assess stakeholder (student, staff, community) needs	B S J
2. Train staff, and volunteers	B S J
3. Oversee evaluation of services and programs	B S J
4. Maintain program records; prepare program reports	B S J
5. Prepare preliminary budget	B S J
6. Finalize and approve budget	B S J
7. Ensure expenditures are within budget during year ¹	B S J
8. Approve expenditures outside authorized budget	B S J
9. Ensure annual audit of organization accounts	B S J
PERSONNEL:	
1. Employ Administrator (ED)	B S J
2. Give direction to work of the ED	B S J
3. Hire and discharge staff member other than the ED ²	B S J
4. Decide salaries/compensation	B S J
5. Direct the work of the staff	B S J

¹ Administrator makes adjustment if within the personnel budget (send FYI to Board and discuss with Board Chair). Changes to the amount in the personnel budget require Board action.

² Administrator directs recruiting and hiring (including salary/benefit offer specific to schedule and policy). Board approves contracts. Administrator will confer with Board chair (and HR expert if necessary) for discharge of staff.

FUNDRAISING:				
1.	Assumes leadership role in fundraising	B	S	J
2.	Actively engages in fundraising	B	S	J
3.	Makes yearly fundraising plan	B	S	J
4.	Secure financial health of the organization (resources)	B	S	J
5.	Direct fundraising campaigns	B	S	J
COMMUNITY RELATIONS:				
1.	Issue press releases or other communications	B	S	J
2.	Interpret organization to community	B	S	J
3.	Write newsletters	B	S	J
4.	Provide linkage with other organizations	B	S	J
BOARD & COMMITTEES:				
1.	Recruit new Board members	B	S	J
2.	Recruit/appoint committee members	B	S	J
3.	Hold members accountable for follow through	B	S	J
4.	Promotes attendance at Board/Committee meetings	B	S	J
5.	Assist resolution of conflicts between members	B	S	J
6.	Plan agenda for Board meetings	B	S	J
7.	Take minutes at Board meetings	B	S	J
8.	Plan and propose committee organization	B	S	J
9.	Prepare material and proposals for Board and Committees	B	S	J
10.	Sign legal documents	B	S	J
11.	Follow-up to insure implementation of Board and Committee decisions	B	S	J

Other areas of concern and responsibility:
