

Responsibility Chart for the Executive Director and Board

The board team works best when everyone understands who is responsible for what. Some decisions can only be made by the board. Other decisions should be delegated to the executive director. Still, others should be joint decisions made by both the board and executive director.

The problem is, board teams don't always iron out who's responsible for what before they are confronted with a decision.

The items below are decisions your board team might have to make in the future. Here is your chance to assign responsibility before you face the issues. As a board/executive director team, discuss this list and decide how you would assign the responsibility for each decision. Label each item with one of the following:

E = **Executive Director** has complete authority to make the decision

I = Executive Director has authority to act and then **inform** the board

P = Executive Director must seek **prior** approval from the board or relevant board committee to act

B = Only the **board** may make the decision

C = Board **committee** can make decisions and inform the board

	Responsibility
1. Select a chairperson for the auction committee	
2. Discipline a staff member who arrives at work intoxicated	
3. Begin a Political Action Committee	
4. Explore the possibility of a merger with another organization	
5. Set office systems: how the phone is answered, etc.	
6. Select a new telephone system with budgeted funds	
7. Set a minimum salary for new staff	
8. Determine rules for staff dress	
9. Hire a development director	
10. Terminate a vendor's contract	
11. Send the organizing director to a three-day leadership conference in Las Vegas at your nonprofit's expense and on work time	
12. Arrange an audit of the organization's finances	
13. Select a firm to audit your organization's finances	
14. Write a fundraising appeal and select universe to mail it to	
15. Have the office redecorated and refurnished	
16. Appoint persons to an advisory committee to advise the executive director about needs in communities of color	
17. Increase entry price for annual event	
18. Hire a staff member for an unbudgeted position	
19. Determine whether or not to offer spousal health insurance benefits	

	Responsibility
20. Select a consultant to provide technology assistance	
21. Decide to change banks to secure a better return	
22. Decide how to spend \$5,000 surplus funds	
23. Decide which programs to cut to meet budget demands	
24. Change the membership renewal schedule	
25. Review executive director	
26. Give recognition awards for contributions to the organization	
27. Set attendance and performance standards for staff	
28. Determine if parking will be reimbursed for the staff	
29. Award contracts to vendors	
30. Set dates for volunteer orientations	
31. Determine legislative priorities	
32. Change the organization's logo with new logo from national organization	
33. Contract with national organization to take part in fund-raising program	
34. Change the staff evaluation form	
35. Determine the need for an office manager	
36. Retain legal counsel for the organization	
37. Change job descriptions for staff	
38. Authorize staff to set flexible work schedules	
39. Terminate a veteran staff member because of continued policy violations	
40. Grant unpaid leave to a staff member	
41. Search for new executive director	
42. Oversee filing of 990 forms	
43. Create the organization's yearly budget	
44. Approve the organization's yearly budget	
45. Create organization's priorities and goals for the year	
46. Determine timeline for annual event preparation	
47. Reply to press inquiries about local clinic violence	
48. Determine the need for a paid contract lobbyist	
49. Determine how much time the executive director spends in each branch office	
50. Set date for annual strategic plan	
51. Determine which events the organization will table at over the summer	
52. Decide which coalition organizations will participate in	
53. Interview candidates for endorsement	
54. Extend an offer for a seat on the board	
55. Decide which candidates to interview for board positions	