

## **KEY RESPONSIBILITIES OF NONPROFIT GOVERNING BOARDS**

### **PLANNING & EVALUATION**

- Determine the organization's mission and purposes. Review and revisit periodically.
- Ensure a vision for the future – strategic plan.
- Determine, monitor, and strengthen the organization's programs.
- Ensure effective organizational planning by both board and staff
- Assure compliance with the mission and achievement of desired "ends" or outcomes.

### **HUMAN RESOURCES**

- Recruit, hire, and support executive
- Annually assess his/her performance based on predetermined goals and expectations.
- Speak to the executive "with one voice."
- Ensure that personnel policies, including a grievance procedure, are in place.
- Make all staff responsible to the executive, and do not entertain issues brought to the board (or any members) around the executive.

### **FINANCIAL DEVELOPMENT & MANAGEMENT**

- Ensure adequate financial resources. physical plant, and human resources to achieve the "ends" or outcomes prescribed by the board.
- Contribute to organization (if appropriate)
- Ensure that resources are managed effectively via monitoring systems that assure executive and organizational accountability.
- Approve the annual budget
- Understand and approve fiscal reports
- Oversee management of investments
- Develop appropriate policy controls
- Set standards for all funds

### **COMMUNITY CONNECTION**

- Enhance the organization's public image.
- Represent organization to community and vice versa
- Publish an annual report
- Ensure legal and ethical behavior and maintain accountability.

### **BOARD AFFAIRS**

- Recruit and orient new board members
- Assess board performance annually.

Sources: Various nonprofit publications

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