

This chart has not been completed but can be used as a basis for discussion by the Board and Executive Director as part of our yearly review process.

Responsibility Chart

Area		Board Decision	Executive Director/Staff decisions.	Decide and Inform Board	Committee Decision
Strategic Planning	Review Mission, Vision and Code of Ethics.				
	Establish yearly objectives.				
	Monitor objectives				
Finances	Establish budgets.				
	Monitoring				
	Purchasing				
	Expenditure with in budget.				
	Variation from budget				
Day to Day operations.	Modify an existing program				

	Establish a new program within existing vision				
	Create a new program outside vision.				
	Discontinue a program				
Contracts	Initiate relationship with another agency working in same area.				
	Speak to media about programs and services.				
	Speak to media about controversial issue organization involved with.				
Personnel	Hiring of Staff				

	Staff grievances				
	Personnel policies				
	Staff salaries				
	Staff evaluations				
Building Management	Repairs.				
	Renovations				
	Rental contracts.				
Board Responsibilities	Recruitment of volunteers.				
	Fundraising.				
	Executive Director appraisal				
Other	Volunteers.				
	Speaking with the media.				
	Volunteers.				
Prepare options					
Develop recommendations					
Discuss options					
Volunteers					