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AGENCY ROLES AND RESPONSIBILITIES

Board Members and professional staff often do not clearly understand what the role and responsibilities of each group is. This chart will help alleviate that confusion.

BOARD OF DIRECTORS

*Follows a set of By-laws and elects officers

*Hires Executive Director (and perhaps some senior staff)

*Forms necessary operating committees such as program, personnel, and finance

*Establishes agency goals and priorities

*Creates local policies for governance, personnel, fiscal, program, administration

*Receives and evaluates community needs

*Approves grant application, fund raising activities, and agency budget

*Approves program proposals

*Demands compliance with all laws and other government requirements for funding

*Ensures the participation of the targeted clientele for actual delivery of program services

*Oversees the delivery of program consistent with the agency's plans

*Evaluates performance of Board and Executive Director as well as completion of agency goals

MAKES DECISIONS THAT GUIDE AND DIRECT THE AGENCY

EXECUTIVE DIRECTOR & STAFF

*Follows a Policy Manual

*Hires program assistants and necessary support staff

*Acts as a liaison to Board committees to provide information and support

*Works toward completion of agency goals and priorities

*Carries out Board policies. Creates administrative rules/procedures necessary to implement policy

*Conducts necessary research and needs assessments and other assessments and prepares recommendations

*Writes grant applications, suggests fund raisers, and builds the total budget

*Creates program proposals

*Administers grants and programs in compliance with government conditions

*Recruits participants from target clientele in local program

*Delivers and administers local programs on a daily basis

*Evaluates program staff, support staff, and program effectiveness

MAKES DECISIONS ON A DAILY BASIS TO GET THE JOB DONE