

Who's Responsible – The Board Or The Staff?

These are recommendations for who should be responsible for the various activities and decisions to be made.

| Area | Board | Staff |
|-------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------|
| Long-term goals (more than 1 year) | Approves | Recommends and provides input |
| Short-term goals (less than 1 year) | Monitors | Establishes and carries out |
| Day-to-day operations | No role | Makes all management decisions |
| Budget | Approves | Develops and recommends |
| Capital purchases | Approves | Prepares requests |
| Decisions on building, renovation, leasing, expansion | Makes decisions, assumes responsibility | Recommends (could also sign contracts if given authority) |
| Supply purchases | Establishes policy and budget for supplies | Purchases according to board policy and maintains an adequate audit trail |
| Major repairs | Approves | Obtains estimates and prepares recommendation |
| Minor repairs | No role | Authorizes repairs |
| Emergency repairs | Works with president | Notifies board chairperson and acts with concurrence from chair |
| Member Dues | Adopts policy | Proposes policy and implements |
| Billing, credit and collections | Adopts policy | Proposes policy and implements |
| Hiring of staff | No role | Approves all hiring |
| Firing of staff | No role | Makes final termination decisions |
| Staff grievances | No role | The grievances stop at the president |
| Personnel policies | No role | Develops and implements |
| Staff salaries | Allocate line items for salaries in the budget | Approves salaries with recommendation from supervisory staff |
| Staff evaluation | Evaluates only president | Evaluates other staff |