



Who Does What? Board/Staff Responsibilities and Relationships

Governance

Joint

- Prepare for and attend meetings
- Plan agendas
- Determine committees/task forces
- Take and submit minutes of meetings
- Implement decisions made

Board

- Approve legal documents as set by By-Laws or required by external sources
- Recruit, Orient, Educate new members

Staff

- Provide appropriate information for meetings

Planning

Joint

- Provide input for long-range goals
- Monitor achievement of goals and objectives

Board

- Approve long-range goals and annual objectives

Staff

- Direct the planning process
- Formulate annual objectives
- Prepare performance reports

Program

Joint

- Evaluate programs

Board

- Approve policies
- Approve families

Staff

- Formulate and implement procedures
- Recommend policies (need to differentiate what warrants a “policy” versus a procedure)
- Prepare and maintain program records
- Recommend families

Operations

Staff

- Makes all management decisions

Finance

Joint

- Be good stewards of our resources
- Ongoing monitoring of finances

Board

- Review and approve annual audit
- Approve final budget
- Approve expenditures outside authorized budget

Staff

- Develop and recommend budget
- See that the expenditures are within budget during year
- Manage day to day financial operations

Resource Development

Joint

- Solicit contributions for current support and/or capital campaigns
- Represent LHFH to community
- Establish relationships with other organizations

Staff

- Prepare, implement and manage RD plan
- Create and implement marketing plans

Personnel

Board

- Employ, support, advise and evaluate CEO

Staff

- Establish positions, employ, manage. Support, advise and evaluate staff

Interaction

- Board – staff communication limited to natural and appropriate relationships, e.g., a Board member who chairs a committee would communicate with the department Director to which that committee relates for high-level, policy related matters, not operational details.
- Board members with questions or concerns about a specific area direct those questions to either the Board member chairing the related committee or the CEO. These communications are high-level, policy related matters, not operational details.
- Staff concerns should be directed only to the CEO. If the concern relates to the CEO, the concern should be directed to the Board President or other member of the Executive Committee.
- All communication must be open and respectful.