

RESPONSIBILITIES OF THE BOARD OF DIRECTORS OF A NONPROFIT ORGANIZATION

The Board of Directors of a nonprofit organization is responsible for managing the affairs of the corporation. This means that it is the responsibility of the board to do the following:

I. General Administration

- a. Set policies for all aspects of program operations (i.e., financial management, personnel, program).
- b. Manage the board itself, uphold the by-laws, elect officers and directors, establish committees and determine committee duties and authority, hold regular meetings and maintain records of meetings (minutes).
- c. Legal compliance: make sure organization is operating within its corporate authority (i.e., in accordance with the purposes stated in its Certificate of Incorporation) and that reports to state and federal agencies are timely filed; read all contracts before signing them.
- d. Ensure that organization is adequately insured.
- e. Maintain working relationship and regular communication with program office; arrange for necessary maintenance, construction and repair of space.

II. Finance

- a. With executive director, formulate and approve operating budget for next fiscal year.
- b. Monitor income and expenses throughout the year.
- c. Review and approve year-end financial report.
- d. Establish financial management procedures, i.e., expenditure control, check-signing and check-writing authority and signature control, financial reports, etc.
- e. Develop and oversee fundraising plan, including public appeals, special events and government, foundation and corporate grants.
- f. Ensure that required reports are submitted to funding sources.
- g. Ensure that necessary taxes are paid on time.

III. Personnel

- a. Develop and implement personnel policy, including recruitment, hiring, firing, benefits, disciplinary and grievance procedures, workplace rules, etc.
- b. Ensure that each staff member has an accurate and up-to-date job description.
- c. Establish hiring procedure and train staff responsible for hiring in proper implementation of same.
- d. Hire a qualified executive director.
- e. Evaluate the performance of the executive director periodically; ensure that all staff are properly supervised and evaluated.

IV. Program

- a. Determine organizational mission and program goals and philosophy; ensure that programs meet these standards.
- b. Evaluate program on a regular basis; assess changing needs and develop program plans accordingly.

V. Public Relations

- a. Represent and communicate the organization's mission, goals and services to the public, including program staff, volunteers, current and potential contributors and funders, politicians and other similar organizations.
- b. Issue an annual report and press releases and other communication with the media; ensure that program brochures and other printed materials are available to broaden support and understanding of your program.

VI. Community Relations and Advocacy

- a. Identify and network with other similar local and national organizations.
- b. Monitor legislation that affects your program and advocate on the federal, state and local levels for increased support for your program.