

Governance and Decision-Making Authority Worksheet

1.	What is	s the	purpose	of the	full	board
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2. \	What is	the pur	pose of the	Executive	Committee?
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3. What are the duties and decision-making authority of the board, Executive Committee, and staff related to each of the activities below?

Duties and Level of Authority -

- Use an X to indicate who is responsible/has authority now.
- Use an O to indicate who you think should be responsible/have authority.

	Board of Directors	Executive Committee	Other Board Committee	Staff or Volunteer
Preparing annual organizational + work plan				
Preparing the annual operating budget				
Reviewing and approving the budget				
Deciding which projects and programs to say "yes" or "no" to				
Deciding which grants to pursue				
Raising revenues from earned income such as fee-for-service work				
Raising revenues from contributed income via private fundraising from annual gifts, major gifts, grants				
Attracting, hiring, retaining/firing, supervising, and managing staff and long-term contractors				



Approving and signing contracts and agreements		
Managing and overseeing short-term/project or service-based contractors and vendors		
Managing finances and accounting		
Managing administration (office, HR admin, contracts, etc.)		
Attracting, training, supervising, coordinating, managing, and recognizing volunteers		
Approving partnerships		
Managing partnership relationships		
Building, managing and stewarding relationships with donors managing		
Communicating with the public and media		
Receiving audit report, recommending acceptance to Board		
Accepting audit report		
Identifying and screening board candidates		
Approving/removing board members		
Coordinating training and development for board		
Reviewing and monitoring board policies		
Other activities:		

4. How frequently does the board need to need to meet in order to fulfill its purpose?



5. How often does the Executive Committee need to meet in order to fulfill its purpose?

6. What will good communication look like between the board, Executive Committee, and staff and/or volunteers?

What Gets Communicated and to Whom?	Format	When/How Often	Who is Responsible?
Example: Executive Committee Meeting Agendas and Minutes shred with full Board	Meeting agenda and notes/minutes regarding decisions made are documented in writing.	In monthly board packet	Director of Operations