

## Governance and Decision-Making Authority Worksheet

**1. What is the purpose of the full board?**

**2. What is the purpose of the Executive Committee?**

**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.

	<b>Board of Directors</b>	<b>Executive Committee</b>	<b>Other Board Committee</b>	<b>Staff or Volunteer</b>
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?**

