

The Board Responsibility Matrix

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The board acts to <i>govern</i> the organization	The board acts to <i>support</i> the organization
<i>Objectives</i>	
<ul style="list-style-type: none"> To represent the <i>community's</i> interests within the <i>organization</i> by making sure the organization is fulfilling its mission, meeting the needs of its constituencies, and operating legally, effectively, and efficiently. 	<ul style="list-style-type: none"> To represent the <i>organization's</i> interests in the <i>community</i> by providing necessary individual support to ensure that the organization has sufficient resources to fulfill its mission and is well known/ respected.
Process for action	
<ul style="list-style-type: none"> The board acts as a body (with the assistance of committees) 	<ul style="list-style-type: none"> Board members act as individuals or through committees
<i>MANDATED OR OPTIONAL FUNCTION</i>	
<ul style="list-style-type: none"> Governance fulfills a legal responsibility to the community and as such is a mandated function. 	<ul style="list-style-type: none"> The level of support expected from individuals or committees is optional and will vary from organization to organization.
<i>RESPONSIBILITIES</i>	
<ul style="list-style-type: none"> Affirm mission and purpose. Legal: Ensure compliance with federal, state, and local regulations and fulfillment of contractual obligations, including payment of payroll taxes and filing of required reports. Financial: Safeguard assets from misuse, waste, and embezzlement E.D: Select the executive director and monitor and evaluate performance; delegate the day-to-day management to the CEO. If necessary, fire the E.D. Planning: Participate with staff in determining program and administrative strategies and overall long-term and short-term priorities. Programs: Approve an annual operating plan, monitor implementation, and make sure there are program evaluations to measure impact. Efficiency and Impact: Ensure a realistic budget that maximizes use of resources. Financial Viability: Make sure the organization has an overall fundraising strategy to support the effective delivery of services, and monitor the implementation of the funding plan. Policies: Approve personnel and other policies. Review periodically to ensure policies are up to date and relevant. Evaluation: Assess whether the organization is achieving its purpose (effectiveness), at what cost (efficiency), and is meeting the needs of the community. Board effectiveness: Ensure effective governance through evaluation of the board itself, committees, and board leadership. Ensure the board's own continuity. 	<p>Personal Commitment:</p> <ul style="list-style-type: none"> Fundraising: Participate with staff in raising adequate financial and other resources. Public Relations: Act as ambassadors to the community on behalf of the organization and its clients. Volunteerism: As needed, volunteer to assist staff, and/or recruit new volunteers. <p>Professional Expertise:</p> <ul style="list-style-type: none"> Advise staff in areas of expertise. Act as a sounding board for executive director and other executive staff. <p>Credibility:</p> <ul style="list-style-type: none"> Lend names and personal reputation to the organization to use in brochures, grant proposals, and other marketing materials.