

TEN BASIC RESPONSIBILITIES OF NONPROFIT BOARDS

1. *Strategic Planning:*

- Plan for the future; make financial projections.
- Set priorities among competing demands for resources.

2. *Select A Manager For The Organization's Daily Operations*

- Clarify the Manager's function.
- Establish clear objectives and expectations.

3. *Review Manager's Performance:*

- Provide frequent and constructive feedback.
- Compliment for exceptional initiatives.
- Periodically assess performance.

4. *Ensure Effective Organizational Planning:*

- Set priorities.
- Develop goals and objectives (usually for a three-year period).
- Annually review progress toward goals.

5. *Ensure Adequate Resources:*

Periodically consider and approve a plan to increase funds.

6. *Manage Resources Effectively:*

- Develop and approve an annual budget.
- Monitor budget implementation through timely review of monthly financial reports and an annual audit.

7. *Periodically Examine The Organization's Program And Services:*

- Survey constituents to determine level of satisfaction and need for changes in policies.

8. *Enhance The Organization's Public Image:*

- Provide consistent communications with constituents; clearly articulate achievements and provide information regarding allocation of funds.
- Determine a spokesman for the Board. No other board member should represent him/herself as speaking for the Board in any official capacity.

9. *Serve As A Court Of Appeal:*

- Develop clearly defined policies and procedures for resolving disputes.
- Adjudicate personal issues when the Manager's judgment is challenged.

10. *Assess Its Own Performance:*

- Every three to five years, take time to stand back and reflect on how the Board is meeting its responsibilities. Examine the Board's composition, organization, and overall performance.