

## Board and Staff Responsibilities

CAWACO RC&D INC., 2112 11<sup>TH</sup> AVE SOUTH SUITE 541 BIRMINGHAM AL 35205



Activity	Responsibility
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**PLANNING:**

Direct the process of planning	Board
Provide input to long range goals	Joint
Approve long range goals	Board
Formulate annual objectives	Staff
Approve annual objectives	Board
Prepare performance reports on achievement of goals and objectives	Staff
Monitor achievement of goals and objectives	Joint

**PROGRAM:**

Assess community needs	Joint
Train volunteer leaders	Staff
Oversee evaluation of services and programs	Board
Maintain program records; prepare program reports	Staff
Prepare preliminary budget	Staff
Finalize and approve budget	Board
See that expenditures are within budget during the year	Staff
Approve expenditures outside authorized budget	Board
Insure annual audit of organization accounts	Board

**PERSONNEL:**

Employ Executive Director	Board
Direct work of the staff	Staff
Hire and discharge staff member	Staff
Decision to add/ discharge staff	Board
Settle discord among staff	Staff

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### COMMUNITY RELATIONS:

Interpret organization to community	Board
Write news stories	Staff
Provide organization linkage with other organizations	Joint

### BOARD COMMITTEES:

Appoint committee members	Board
Promote attendance at Board/Committee meetings	Joint
Recruit new Board members	Board
Plan agenda for Board meetings	Staff
Take minutes at Board meetings	Staff
Plan and propose committee organization	Joint
Prepare exhibits, material and proposals for Board and Committees	Staff
Sign legal documents	Board
Follow-up to insure implementation of Board and Committee decisions	Staff
Settle clash between Committees	Board