

TEN BASIC RESPONSIBILITIES OF GOVERNING BOARDS

Determine the Organization's Mission and Purpose

It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each board member should fully understand and support it.

Select the Executive

Boards must reach consensus on the chief executive's job description and undertake a careful search process to find the most qualified individual for the position.

Support the Executive and Review His or Her Performance

The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of the chief executive's performance.

Ensure Effective Organizational Planning

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

Monitor and Strengthen Programs and Services

The board approves programs and services that are consistent with the organization's mission and monitors their effectiveness.

Ensure Adequate Financial Resources

The Board must ensure adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive and development staff to raise private funds and to advocate for government funding.

Protect Assets and Provide Financial Oversight

To ensure accountability to its donors, the public, and to safeguard its tax-exempt status, the Board assist in developing and approves the annual budget and ensures proper financial controls are in place.

Build a Competent Board

The Board, through its Executive and Governance Committee, should ensure the adoption and adherence to governance policies, periodic evaluation of board performance, board member succession planning, a thoughtful, deliberate recruitment process, and continuing board education.

Enhance the Organization's Public Image

Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important community members and stakeholder, are important elements of a comprehensive public relations strategy.

Ensure Legal and Ethical Integrity Compliance, transparency, accountability.

By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved. Discussing the results of a self-assessment at a retreat can assist in developing a long-range plan.