National Association of Park Foundations

Board/Staff Responsibility Worksheet
Check the appropriate box, assigning <u>PRIMARY</u> responsibility for each item.

Task	Board Responsibility	Executive Director/ Staff Responsibility
1. Determine the organization's goals		
2. Fundraise for the organization		
3. Hire the executive director		
4. Establish the organization's policies		
5. Execute policy		
6. Recommend organization policy		
7. Administer all aspects of organization operations		
8. Hire and supervise support staff		
9. Draft the annual budget		
10. Approve annual budget		
11. Plan and implement programs		
12. Responsibility for compliance with all legal requirements		
13. Recruit new board members		
14. Orient, train and develop board members		
15. Establish staff benefit policies		
16. Manage staff benefit policies		
17. Prepare background materials for board consideration		
18. Select board members for various committees		
19. Serve as professional resource to board		
20. Provide community relations contacts with community		
21. Prepare reports for the board		
22. Evaluate organization's results		
23. Keep board members informed regarding organization's operations		
24. Assess operational problems		

Adopted by the board of directors: 2/8/2016