



BoardWorks

Twenty Tasks in Nonprofits

Please read the following tasks that are either the responsibility of the Board Chair (along with the Board) or the Executive Director (along with the staff). On the blank line, put a *BC* if the role is primarily that of the Board Chair, and *ED* if it is the role of the Chief Executive.

1. ___ Sets the Mission for the organization.
2. ___ Hires and evaluates the staff other than the CEO.
3. ___ Develops and implements programs.
4. ___ Establishes policy regarding programs.
5. ___ Prepares the agenda for the Board meetings.
6. ___ Makes a personal financial contribution to the organization.
7. ___ Identifies, recruits and orients new Board members.
8. ___ Carries fiduciary oversight of the organization.
9. ___ Creates a fundraising plan and strategies.
10. ___ Creates and implements personnel policies.
11. ___ Clarifies and maintains the Board's policy and oversight functions.
12. ___ Plans board retreats or planning sessions.
13. ___ Updates the organization's mission statement, bylaws and strategic plan.
14. ___ Serves as a liaison and provides information to Board committees.
15. ___ Monitors income and expenses on a daily basis.
16. ___ Keeps the Board informed and not blindsided by surprises.
17. ___ Sets policy regarding the role of the Board.
18. ___ Selects the auditor.
19. ___ Develops new programs or services.
20. ___ Leads the Board in assessing its effectiveness.

Adapted by Alice Cochran from *Critical Components of Effective Governance* workbook by BoardSource