



StEPs-UT Mission, Vision, Governance
Mission, Vision & Governance: An Introduction

HANDS-ON ACTIVITY #3 = 5 minutes
Board & Staff Responsibilities – Test Your Knowledge

Use the following table to test your knowledge of the differences between the roles of the board and staff of a nonprofit organization. Under the column titled “Responsibility,” note if the activity is:

B = Board S = Staff J = Joint

Activity	Responsibility
PLANNING	
Direct the process of planning	
Provide input into long range goals	
Approve long range goals	
Formulate annual objectives	
Approve annual objectives	
Prepare performance reports on achievement of goals & objectives	
Monitor achievement of goals & objectives	
PROGRAMMING	
Assess stakeholder (community) needs	
Train volunteer leaders	
Oversee evaluation of products, services, and programs	
Maintain program records; prepare program reports	
Prepare preliminary budget	
Finalize and approve budget	
See that expenditures are within budget during the year	
Solicit contributions in fundraising campaigns	
Organize fundraising campaigns	
Approve expenditures outside authorized budget	
Ensure annual audit of organization accounts	

Activity	Responsibility
PERSONNEL	
Employ Chief Executive	
Direct work of the staff	
Hire and discharge staff member	
Decision to add staff	
Settle discord among staff	
COMMUNITY RELATIONS	
Interpret organization to community	
Write news stories	
Provide organization linkage with other organizations	
BOARD COMMITTEES	
Appoint committee members	
Call Committee Chair to urge into action	
Promote attendance at board/committee meetings	
Recruit new board members	
Plan agenda for board meetings	
Take minutes at board meetings	
Plan and propose committee organization	
Prepare exhibits, material and proposals for board & committees	
Sign legal documents	
Follow up to ensure implementation of board and committee decisions	
Settle clash between committees	