

## Who's Responsible for What?

	District Council	Separate Board	Council President	CEO/ Executive Director
1. Elects President of District Council/Board	1			
2. President appoints/DC authorizes Board	2		2	
3. Approves/vetoes Board decisions	3			
4. Determines Society's goals.	4	4		
5. Fund raising responsibility.	5	5		
6. Hires CEO/Executive Director.		6		
7. Implements Policy.				7
8. Keeps Board Members informed about programs.				8
9. Recommends Society's policy formation.	9		9	9
10. Hires, trains, supervises, and fires staff.				10
11. Administers all phases of programs at CEO/staff operated special works.				11
12. Plans methods of program delivery/services at CEO/staff operated special works.			12	12
13. Implements programs at CEO/staff operated special works				13
14. Meets legal obligations.	14	14		
15. Recruits new Board Members.	15	15	15	15
16. Orients, trains and develops Board Members.		16	16	16
17. Drafts annual operations budget.				17
18. Establishes salary administration plan.		18		
19. Implements salary plan.				19
20. Board (then DC) approves annual operations budget.	20	20		
21. Makes policy decisions.	21	21		
22. Prepares materials for Board consideration.				22
23. Recommends Board Members for Committees.		23	23	
24. Serves as a professional resource to the Board.				24
25. Provides community relations contacts.	25	25	25	25
26. Prepares and writes reports for the Board.				26
27. Assesses organizational problems.				27
28. Establishes long range plans.	28	28		
29. Establishes personnel policies.		29		
30. Implements personnel and volunteer policies.				30
31. Responsible for establishing committees.	31	31	31	
32. Assures compliance with contracts.		32		32
33. Establishes fiscal policy.		33		
34. Implements fiscal policy.				34
35. Evaluates programs annually.		35	35	
36. Evaluates CEO/Executive Director annually.		36		
37. Evaluates Board Members annually.	37	37		
38. Responsible for leadership development.	38	38		
39. Guides Conferences in their services and programs.	39			
40. Supports Conferences in their services and programs.	40			40

**District Council has oversight  
Board decides "What"  
CEO/Executive Director decides "How"**