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Board and Executive Director Responsibilities

BOARD OPERATIONS

Develop, approve and modify bylaws	BD
Establish written policies and procedures for board operations not addressed in the Bylaws	BD
Appoint committees and hold them accountable	BD
Establish and enforce expectations for attendance at board/committee meetings	BD
Recruit new board members	BD/ED
Train board members	BD/ED
Plan agenda for board meetings	BD
Take minutes at board meetings	BD
Plan and propose committee structure	BD
Prepare exhibits, materials, and proposals for the board and committees	ED
Sign or delegate the signature of legal documents	ED
Follow-up to insure implementation of board and committee decisions	ED
Settle discord between committees	BD

PLANNING

Establish mission	BD
Articulate a vision for achieving the mission	BD/ED
Approve long range goals	BD
Provide input to long range goals	ED
Formulate annual objectives	BD
Direct the operational planning process	ED
Approve the ED's annual objectives	BD
Prepare performance reports on achievement of goals and objectives	BD/ED
Monitor achievement of goals and objectives	BD/ED

PROGRAMMING

Assess stakeholder/client needs	ED
Oversee evaluation of products, services and programs	ED
Develop new programs or revise current programs	ED
Approve new programs or major revisions to current programs	ED
Maintain program records; prepare program reports	ED
Determine if CCA is being effective in achieving its mission (Review program evaluation, client/customer surveys. Hold meetings with constituents or clients etc.)	ED

FINANCIAL PLANNING, MANAGEMENT, AND OVERSIGHT

Prepare operating and capital budget	ED
Finalize and approve budget	BD
Ensure that expenditures are within budget	ED
Approve expenditures outside authorized budget levels	BD
Provide for the periodic audits and financial reviews	BD
Develop financial policies and procedures, including policies related to private inurement, retention of records, conflict of interest, and whistleblower policies	BD/ED
Approve financial policies and monitor that policies are being followed.	BD/ED
Ensure that there is adequate segregation of financial duties so that no one person is involved in all aspects of financial transactions.	BD/ED
Establish audit committee to receive and review audit	BD

FUNDRAISING

Develop and implement fundraising plan	BD/ED
Individually contribute to FREE	BD
Solicit contributions from others	BD/ED
Solicit organizations/ individuals to join	BD/ED
Represent the organization in meetings with potential funders.	BD/ED

PERSONNEL

Hire and discharge Executive Director.	BD
Establish executive compensation	BD
Ensure succession planning	BD/ED
Establish performance expectations/agreement and annually evaluate the ED	BD
Direct the work of the organization and its programs	ED
Hire, supervise, evaluate and discharge staff other than the ED	ED
Recruit, train, and evaluate volunteers	ED
Handle whistleblower complaints against the ED by a staff member	BD

MARKETING/COMMUNITY RELATIONS

Interpret CCA to local communities	BD/ED
Solicit information from funders, supporters, customers, clients, partners etc. about CCA's performance	BD/ED
Develop marketing plan, materials, and awareness campaigns	BD/ED