

THE BOARD EXPECTATIONS OF THE EXECUTIVE DIRECTOR

A board expects its Executive Director to:

1. Serve as chief operations executive of the organization.
2. Serve as professional advisor to the board.
3. Recommend appropriate policies for consideration.
4. Effectively implement all policies adopted by the board.
5. Inform the board fully and accurately regarding the program.
6. Interpret the needs of the program and present professional recommendations on all problems and issues considered by the board.
7. Develop a budget (in conjunction with the finance committee) and keep the board up-to-date on budget problems.
8. Recruit the best personnel and develop a competent staff and supervise it.
9. Devote time to improving the staff.
10. Assist the board in developing and conducting community information programs.

THE EXECUTIVE DIRECTOR'S EXPECTATIONS OF THE BOARD

An Executive Director expects a board to:

1. Counsel and advise, giving the benefit of its judgment expertise, and familiarity with the local setting.
2. Consult with the Executive Director on all matters that the board is considering.
3. Delegate responsibility for all executive functions.
4. Refrain from handling administrative details.
5. Make all the staff responsible to the Executive Director.
6. Share all communications with the Executive Director.
7. Provide support to the Executive Director and staff in carrying out their professional duties.
8. Support the Executive Director in all decisions and actions consistent with policies of the board and the standards of the organization.
9. Hold the Executive Director accountable for the supervision of the organization.
10. Evaluate the work of the Executive Director.
11. Take seriously in its fundraising responsibilities.