

# WHO'S RESPONSIBLE...

## THE BOARD OR THE PROJECT DIRECTOR (PD)/CEO?

<u>AREA</u>	<u>BOARD</u>	<u>ADMINISTRATOR</u>
<b><u>Policies, Planning and Operations</u></b>		
Policies and goals	Sets policies and goals	Recommends and administers
Long-term goals (2-5 years)	Approves/monitors/organizational direction	Recommends and provides input
Short-term goals (1 year)	Approves/monitors/organizational direction	Carries out
Day-to-day operations	No role	Makes all management decisions
Oversight of operational benchmarks	Monitor/requests corrective action	Monitors and recommends actions
<b><u>Personnel</u></b>		
Personnel policies	Reviews and Adopts/Approves	Recommends and administers
Organizational chart/staffing plan	Reviews and Adopts/Approves	Recommends
Staff salaries	Approves wage scale/approves line item for salaries in budget	Approves salaries with recommendations from supervisory staff
Staff evaluation	Evaluates only the PD/CEO	Evaluates all other staff
Selection/Dismissal of PD/CEO	Selects/Dismisses	No role
Hiring of staff (other than PD/CEO)	No role/delegates authority to hire	Approves all hiring
Termination of staff (other than PD/CEO)	No role/delegates termination authority	Makes final termination decisions

**AREA**

Communication with staff

Staff deployment and assignment

Staff management

Staff grievances

**BOARD**

Channeled through PD/CEO

No role

No role

Dependent on policy/can override PD/CEO

**ADMINISTRATOR**

Communicates directly

Establishes

Manages all staff

Makes final decision prior to board

**Finance**

Financial policies

Financial Need

Budget

Capital purchase/Financing capital assets

Financial oversight

Decisions re: building renovation, leasing

Supply Purchase

Major repairs

Minor repairs

Cleaning and maintenance

Fees

Billing, credit and collections

Reviews and Adopts/Approves

Assess/make plans for the future

Approves/Monitors

Approves/Monitors

Reviews financial and performance audits

Makes decisions, assumes responsibility

Establishes policy and budget for supplies

Approves

Policy should include amount which can be spent without board approval

No role

Reviews and Adopts/Approves

Reviews and Adopts/Approves

Recommends and administers

Develops and recommends

Develops/recommends expenditures and controls

Prepares requests

Prepare and present audits

Recommends (could also sign contracts if given authority)

Purchases according to board approved policy and maintains adequate audit trail

Obtains estimates and prepares recommendation

Authorizes repairs up to rearranged amount

Sets up schedule

Develops fee and discount schedule

Proposes policy and implements