

Board & Executive Director: Who Has Authority to Do What?

Board Only	Executive Director Only	Executive Director Acts & Informs the Board	Executive Director Must Get Prior Approval From the Board to Act
Change board meeting times or frequency	Write a grant proposal	Hold a press conference to announce building-expansion plans	Have preliminary plans drawn up for a new building project that was mentioned at a meeting
Decide not to accept donations from tobacco companies	Discipline an employee who arrives at work intoxicated	Decide the Executive Director can go to a week-long seminar	Award a contract for a construction project
Select a firm to audit the finances	Decide that Executive Director will represent the organization at a business function	Promote a staff member from a direct service position to an administrative position	Hire an employee for an unbudgeted position
Decide which bank(s) to deposit funds	Purchase a new telephone system with budgeted funds	Determine the type and number of clerical positions for the office	Approach people about serving on an advisory committee
Give recognition awards to community members for their contributions	Send a staff person to a leadership conference at the organization's expense	Fire a popular, longtime employee for poor job performance	Decide what to cut to meet budget demands
Retain legal counsel for the organization	Communicate information to another organization	Submit a grant proposal to a funding source	Change the Executive Director evaluation form
Award a bonus to the Executive Director	Notify contractors of bidding results	Design a brochure	Set the annual schedule for board training activities
Recruit board members	Change organization's computerized record-keeping systems		Agree to have the organization join a coalition
Change the mission statement	Establish guidelines for evaluation of employees		Endorse a ballot initiative
Hire the Executive Director	Recruit and manage volunteers		
	Hire staff other than the Executive Director		