

<p style="text-align: center;">Whose Role is It? <i>Elected Office, Board, Staff, Committee?</i></p>	Chief Elected Officer	Board of Directors	Exec. Director- Staff	Committee
1. Be familiar with and adhere to bylaws and policies.				
2. Fiduciary responsibilities.				
3. Financial awareness and oversight.				
4. Agree to disclose conflicts of interest.				
5. Approve the annual budget.				
6. Assess performance of the board of directors.				
7. Assess the performance of the executive director.				
8. Hire and evaluate staff (other than the executive director)				
9. Promote or enforce board accountability.				
10. Review IRS Form 990 Information Return annually				
11. Establish organization policies.				
12. Document administrative procedures.				
13. Set board meeting agenda.				
14. Monitor income and expenses on a daily basis.				
15. Approve selection of an auditor/CPA/lawyer.				
16. Develop and monitor programs, benefits and services.				
17. Identify and develop volunteer leaders.				
18. Create a strategic plan every few years.				
19. Create a business plan of action for the year.				
20. Daily management duties for the organization.				
21. Create legislative positions or government resolutions.				
22. Revise/update the mission statement.				
23. Renew insurance coverages and certificates of deposit.				
24. Accommodate professional development of staff.				
25. Appoint the standing committees and task forces.				
26. Purchase office supplies and technology needs.				
27. Maintain external relations, collaborative efforts.				
28. Avoid violating antitrust laws.				