

## **Non-Profit Direct-Managed Board tasks**

- 1. Establish purpose, vision, goals (With consent of membership)**  
(Where do we want to go?)
- 2. Strategic planning to reach goals**  
(How do we get there?)
- 3. Oversight of activities**  
(Are we getting there?)
- 4. Ensure all essential jobs are done (Executive Director & Staff role)**
  - a. Program management
    - i. convening and facilitation of meetings
    - ii. review of projects
    - iii. ensure policies and processes are followed
    - iv. Maintain clear lines of authority
      1. All lines end at the board
      2. Written delegation of authority
  - b. Member Relations
    - i. Maintain list
    - ii. Encourage involvement
  - c. Outreach to community
  - d. Budgeting and financial management
    - i. Develop budget
    - ii. Implement financial controls
    - iii. financial reporting
  - e. Administration
    - i. maintain meeting and project records
    - ii. ensure all necessary reports are filed