

SAMPLE RESPONSIBILITY CHART

ACTION	BOARD	EXECUTIVE DIRECTOR
Long term goals	Approves	Recommends and provides input
Short term goals	Monitors	Establishes + carries out
Daily operations	No role	Makes all management decisions
Budget	Approves	Develops, recommends + manages
Non-budgeted capital purchases (>\$1000)	Approves	Prepares request
Decisions on building, lease	Approves	Recommends
Staff Positions + job descriptions	Approves	Recommends
Hiring + Supervision of Executive Director	Approves + Supervises	
Hiring of all other staff	No role	Approves all hiring
Staff responsibilities + assignments	No role	Establishes + manages
Firing of staff	No official role but option to consult	Makes final termination decision
Personnel policies	Approves	Recommends
Staff salaries	Approves	Recommends
Staff evaluations	Evaluates ED	Evaluates all other staff
Fund Development	Participates	Secures + implements
Programming	Approves artistic vision	Consults on annual programming plan
Policies	Makes and approves	Inputs + implements
Board governance	Governs	Inputs + supports
Board recruitment	Recruits	Inputs