

BOARD/CHIEF EXECUTIVE RESPONSIBILITY MATRIX - POTTER LEAGUE FOR ANIMALS

BOARD ROLE	ISSUE AREA	EXEC DIRECTOR / ADMINISTRATION ROLE
BOARD CREATES, MONITORS AND EVALUATES	SETTING LONG TERM GOALS	ADMINISTRATION PARTICIPATES, MONITORS, IMPLEMENTS AND EVALUATES
BOARD MONITORS AND EVALUATES	SETTING SHORT TERM ACTION STEPS	ADMINISTRATION DEVELOPS, EXECUTES, MONITORS, EVALUATES & REPORTS PROGRESS
NONE	DAY TO DAY AGENCY OPERATIONS (PROGRAM SUPPORT, PROGRAM MANAGEMENT, PROPERTY MAINTENANCE)	ADMINISTRATION EXECUTES, MONITORS AND EVALUATES
BOARD PARTICIPATES, APPROVES, MONITORS AND EVALUATES	BUDGET DEVELOPMENT AND APPROVAL (OPERATIONS, FUNDRAISING AND ENDOWMENT BUDGETS)	ADMINISTRATION PARTICIPATES IN BUDGET DEVELOPMENT IN CONJUNCTION WITH BOARD, OPERATES IN ACCORDANCE WITH THE BUDGET, MONITORS, EVALUATES AND REPORTS
BOARD APPROVES	LARGE CAPITAL PURCHASES AND EXPENDITURES (FOR CAPITAL IMPROVEMENTS, COMPENSATION, OPERATIONS, PROGRAM)	ADMINISTRATION RECOMMENDS AND EXECUTES / PURCHASES
BOARD DEVELOPS AND PARTICIPATES, MONITORS AND EVALUATES	STRATEGIC PLANNING	ADMINISTRATION PARTICIPATES, MONITORS, IMPLEMENTS AND EVALUATES
BOARD ESTABLISHES POLICY, MONITORS, EVALUATES	PROGRAM IMPLEMENTATION AND PROGRAM EXPANSION	ADMINISTRATION RECOMMENDS AND IMPLEMENTS
BOARD APPROVES	POLICY RECOMMENDATION, DEVELOPMENT AND APPROVAL	ADMINISTRATION RECOMMENDS OR PARTICIPATES AS NEEDED AND IMPLEMENTS
BOARD ESTABLISHES, APPROVES	PERSONNEL POLICIES	ADMINISTRATION RECOMMENDS POLICY, IMPLEMENTS
BOARD HAS NO ROLE, EXCEPTION IS ED	PERSONNEL MANAGEMENT (HIRING, ALLOCATION OF RESOURCES, EVALUATION, DISCIPLINE, GRIEVANCES)	ADMINISTRATION MAKES DECISIONS, IMPLEMENTS

BOARD ROLE	ISSUE AREA	EXEC DIRECTOR / ADMINISTRATION ROLE
BOARD HAS FULL AUTHORITY	CHIEF EXECUTIVE PERFORMANCE REVIEW, SALARY	NONE
BOARD HAS FINAL RESPONSIBILITY FOR SETTING GOALS, DEVELOPMENT AND IMPLEMENTATION	FUND RAISING	ADMINISTRATION DEVELOPS ACTION PLAN, COORDINATES AND IMPLEMENTS WITH SUPPORT OF BOARD
BOARD CHAIR PARTICIPATES	BOARD MEETING AGENDA	ADMINISTRATION PREPARES, PARTICIPATES AND DISSEMINATES
BOARD HAS NO ROLE	MONTHLY FINANCIALS PREPARATION	ADMINISTRATION IMPLEMENTS AND DISSEMINATES
BOARD HAS FULL AUTHORITY	MONTHLY FINANCIALS APPROVAL	NONE
BOARD PARTICIPATES, AS NEEDED AND REQUESTED	REPRESENTS THE POTTER LEAGUE TO THE COMMUNITY, PROFESSIONAL GROUPS, GOVERNMENT, REGULATORY AGENCIES	EXECUTIVE DIRECTOR AND ADMINISTRATION AS NEEDED
BOARD CARRIES OUT	RECRUITMENT OF NEW BOARD MEMBERS	ADMINISTRATION PARTICIPATES
BOARD CARRIES OUT	TRAINING OF NEW BOARD MEMBERS	ADMINISTRATION PARTICIPATES
BOARD CHAIR APPOINTS, BOARD MEMBERS PARTICIPATE	COMMITTEE STRUCTURE ESTABLISHED, COMPOSED AND OPERATED	EXECUTIVE DIRECTOR PARTICIPATES AS EX-OFFICIO & STAFF PARTICIPATES AS ASSIGNED
BOARD SETS POLICIES AND NORMS AND MONITORS	BOARD "EFFECTIVENESS" AND EVALUATION (PREPARATION, PARTICIPATION, ATTENDANCE)	NONE
BOARD CHAIR, AS NEEDED	CHIEF SPOKESPERSON	EXECUTIVE DIRECTOR OR DESIGNEE
SIGNATORIES ON ACCOUNTS AS NEEDED	CHECK SIGNING	ADMINISTRATION AS SIGNATORIES ON ACCOUNTS