**Roles and Responsibilities of a Nonprofit Board of Directors**

*Define the Mission on the Organization*

* Develop a mission statement that communicates the goal(s) of the organization.
* Remember that a non-profit exists to fulfill its mission statement. Therefore, every decision and action should relate to the achievement of the mission statement.
* Don’t be afraid to revisit the mission of your organization. It may change over time.

*Be an Ambassador for the Organization*

* Represent and promote the organization throughout the community.
* Identify key messages and stick to them.

*Devise an Action Plan*

* Turn the ideas of the mission statement into reality.
* Determine the activities needed to meet the goal(s) of the mission statement.
* Develop long-range plans and short term strategies.

*Delegate Responsibility for Implementation*

* Delegate activities either to the executive director or a board committee.
* Remember to clearly define the responsibilities of the executive director or committee and review progress periodically.

*Safeguard Assets and Ensure the Availability of Resources*

Money and Property

* Ensure that the organization has the money and staff it needs to implement plans.
* Know where the organization’s money goes – participate in financial reviews.
* Oversee the development, and review of, financial and procurement policies.
* Know the organization’s assets, understand their value, and protect them with asset management policies.
* Know where your organization will get funds from in the future – participate in fund-raising plans and activities.
* Support your organization financially, according to your means. The community will equate your financial support with your confidence in the organization.

Staff

* Hire, support and assess the performance of the executive director.
* Oversee, and periodically update, personnel policies and an organizational chart.

*Monitor and Evaluate*

* Review the performance of the executive director.
* Review the performance of the programs, strategies, and plans.
* Review the board’s performance.

*Report to Your Members*

* While your organization may not have formal members, remember that you need to report your performance to your clients, donors, partners, and policy makers.
* Use reporting as a means of developing new donors and supporters.