

# **Board-Staff Commitment to Responsibilities**

## **Foreword**

The Board of Directors and Chief Executive Officer/Staff are a *team* working to achieve the organization's mission and goals.

The Board's responsibility is that of governance and leadership --- setting policy and direction while advancing the mission. The Chief Executive Officer (CEO) and staff responsibility is to manage administrative efforts. *Together* their actions add value to and protect the organization.

The "Board-Staff Pact" serves as a checklist or reminder as to the responsibilities of all persons.

## **Pact**

WHEREAS, Serving on the Board is the voluntary responsibility for governance and leadership;

WHEREAS, Members have a right to demand that their organization conduct its affairs in an efficient, competent, and innovative fashion, responsive to members and stakeholders;

WHEREAS, Effective governance and management requires maximum commitment and performance by both the Board and the CEO;

WHEREAS, Such an effort will require that the Board and CEO recognize and focus on their distinct duties;

NOW, THEREFORE, In consideration of the above, we agree to:

## **Board of Directors**

- A. Attend leadership orientation and educational opportunities that enhance governance.
- B. Commit adequate time to prepare and attend meetings.
- C. Make all decisions based on knowledge and fact; exercising due diligence.
- D. Respect the confidentiality of information and documents required for governance.
- E. Govern strategically by focusing on the future; allocating a majority of time on issues with long-term impact for the organization and the communities it serves.
- F. Eliminate committees and practices that are inconsistent with the organization's mission and goals.

- G. Be attentive to trends, issues, opportunities and challenges affecting the organization and members.
- H. Formulate a strategic plan that focuses on the needs of members, the trade, profession, or community represented.
- I. Ensure that future leaders are developed and motivated to govern the organization.
- J. Respect the authority and responsibility entrusted to committees, staff and the CEO; refraining from impeding their progress.

**CEO and Staff**

- A. Develop a staff team that promotes excellence, professionalism, and dedication to the organization.
- B. Exceed the bounds of job descriptions by bringing to the organization the highest levels of skill.
- C. Faithfully report the status of goals, programs and operations to the Board in a clear concise manner.
- D. Accept complete responsibility for the administration with energy, vision and passion.
- E. Ensure that all duties are carried out in a manner consistent with local, state and federal laws, governing documents and the budget; ever guided by the interests and needs of members.
- F. Respect and respond to members and inquiries in a timely and professional manner.
- G. Recommend to the Board opportunities and funding for professional development, as well as competitive compensation levels.
- H. Protect the intellectual and tangible property of the organization and maintain documented systems of management operations for training, consistency and perpetuity.

Signatures:

Board Chair \_\_\_\_\_

CEO \_\_\_\_\_

Note: Adapted by Bob Harris, CAE for discussion purposes in board effectiveness. For additional management and governance samples visit [www.nonprofitcenter.com](http://www.nonprofitcenter.com) or e-mail bob@rchcae.com.