

Sample Board/Chief Executive Partnership

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Activity	Board	Chief Executive	Both
Relationship building			
Build and sustain organization culture			Share
Board team building	Lead	Support	
Board meeting management	Lead	Support	
Board recruitment and orientation	Lead	Support	
Board development and assessment	Lead	Support	
Hire, assess, and remove chief exec	Lead	Support	
Hire staff and volunteers	Support	Lead	
Staff development and assessment	Support	Lead	
Staff and volunteer team building	Support	Lead	
Staff and volunteer recognition			Share
Community building			
Build community partnerships	Support	Lead	
Raise organizational visibility			Share
Ensure broad representation			Share
Build a culturally competent organization			Share
Visioning and planning			
Ensure mission-based decisions	Lead	Support	
Create organizational vision	Support	Lead	
Establish organization priorities			Share
Develop operations policies	Support	Lead	
Monitor strategic plan's accomplishments	Lead	Support	
Develop and assess programs	Support	Lead	
Resource development			
Create fundraising plans			Share
Cultivate and ask major donors	Lead	Support	
Develop and analyze annual fund	Support	Lead	
Build funder relationships			Share
Develop annual budgets	Support	Lead	
Prepare financial reports	Support	Lead	
Monitor budgets and finances	Lead	Support	
Change agent			
Develop and manage organization change processes	Support	Lead	
Create and manage executive transition process	Lead	Support	
<p>Note: Lead = Overall responsibility and accountability; makes sure the job gets done Share = Agreed-upon leadership responsibilities and accountability for each Support = Provide information, expertise, and assistance to get the job done</p>			