ROLES & RESPONSIBILITIES

Area	Board Chair (President)	Board Directors / Members	Executive Director (ED)
Overall Role	Leader of the board; co-pilot with the ED; ensures the board functions effectively as a governance body	Collective governing body; strategic oversight and fiduciary responsibility	Operational leader; day-to-day management of the organization; co-pilot with the Board Chair
Governance & Oversight	Leads board meetings; ensures the board fulfills its legal, ethical, and fiduciary duties; holds board members accountable	Provide collective oversight of mission, strategy, finances, and compliance; act in the best interest of the organization	Implements board-approved policies; keeps the board informed; ensures operational compliance
Strategy & Planning	Facilitates board-level strategic discussions and approval of plans; partners with ED on direction	Approve and own the strategic plan; monitor progress toward goals	Develops and executes annual goals and operational plans that advance the strategy
ED / Staff Leadership	Leads hiring, support, and formal evaluation of the ED; acts as primary board liaison	Collectively hire, support, and evaluate the ED; do not manage staff	Hires, manages, develops, and evaluates all staff; handles day-to-day personnel decisions
Finance & Resources	Ensures the board provides proper financial oversight; supports budget approval process	Approve the annual budget; provide financial oversight; ensure adequate resources	Manages the budget day-to-day; monitors cash flow; presents accurate financial information to the board
Fundraising & Ambassadorship	Models and catalyzes board fundraising commitments; represents the organization externally as needed	Help identify, cultivate, and solicit donors, its required; serve as ambassadors	Leads the fundraising program; cultivates major donors and partners; supports board members in their fundraising roles
Board Development	Coaches the board; drives recruitment, orientation, and accountability of members; builds a strong board culture	Participate in recruitment and onboarding; engage fully in meetings and committees; support board effectiveness	Advises on needed skills/experience for board composition; supports orientation and engagement
Programs & Mission	Ensures the board monitors program effectiveness and mission alignment at a high level	Oversee that programs advance the mission; review impact data	Designs, manages, and delivers programs and services; reports results and impact to the board
Communication	Regular structured check-ins (e.g., bi-weekly co-pilot meetings) with ED; focuses on high-level issues	Engage at board and committee level; avoid operational micromanagement	Keeps Board Chair and board informed; escalates issues early; seeks input without ceding operational control