**Council \_ Staff: Who Does What?**

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| **Task** | Council | Staff (or any volunteer) | Shared |
| Set organizational goals and priorities |   |   |   |
| Prepare budget |   |   |   |
| Develop work plans with action steps, timelines, and outcomes |   |   |   |
| Prepare information for decision-making |   |   |   |
| Give assignments to staff and volunteers |   |   |   |
| Convene board committee and task force meetings |   |   |   |
| Approve policy |   |   |   |
| Develop policy for consideration |   |   |   |
| Serve as organizational spokesperson |   |   |   |
| Design and manage board meetings |   |   |   |
| Evaluate staff (other than CEO/ED) |   |   |   |
| Allocate money for purchase of equipment |   |   |   |
| Select and purchase major equipment |   |   |   |
| Ensure that organization is healthy and effective |   |   |   |