**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 |  |  |  |