

CEO / Board Roles and Responsibilities

AREA OF RESPONSIBILITY	CEO	BOARD OF DIRECTORS
Day to Day Operations	Makes all decisions regarding daily operations	No Role
Board Meeting Information	Create/post board meeting notices/agenda/full board packet	Provides input and direction to the CEO for items to be listed on the Meeting Agenda, approves policy of board packet publish date
Short-term goals (less than one year)	Establishes and carries out	Monitors performance of CEO in accomplishing short-term goals
Long-term goals (more than one year)	Recommends	Approves
Budget	Develops and recommends annual budget	Approves Annual Budget
Financials	Works with staff to complete/reconcile - Provides full financials at board meeting	Reviews, ensures within budget, asks questions, ensures financials trend toward viability
Fees and Charges	Develops and recommends fee schedule	Approves fee schedule
Policies	Recommends and administers	Approves recommended policies
Staffing	Makes ALL hiring decisions, assignments, grievances, evaluations, salary levels, time base, etc.	Authorized to hire and annually evaluate only the CEO. Approves line items for salaries in the annual budget

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Capital Purchases	Prepares Requests	Approves requests as line item in the annual budget
Decisions on building, renovation, leasing, expansion	Recommends, signs contracts with board approval	Makes decisions, assumes financial responsibility
Emergency Repairs	Notifies board chairperson and acts with chair's concurrence	Works with CEO to respond to emergencies
Major Repairs	Obtains estimates and prepares recommendation for board	Approves Recommendation
Minor Repairs	Authorizes repairs up to amounts pre-approved by the board	Establishes policy which specifies amounts the CEO may spend without prior board approval
Voice of Organization	Usually acts on behalf of the board to communicate to the public	Establish communication policy, and designate spokesperson. Ensure the board is speaking with a unified voice
Cleaning and Maintenance	Establishes and monitors schedule	No Role

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Contracts	Negotiates and signs contracts within parameters set by board and state/county to secure services for purposes in keeping with the fair's plan and budget	Establishes policy which specifies amounts CEO may spend without prior board approval. Approves all other contracts that exceed the CEO's delegated authority
Supply Purchases	Purchases supplies according to board and state/county policy and maintains audit trail	Establishes purchasing policies and annual budget for supplies
Billing, Credit, and Collections	Proposes and implements policy	Approves policy
Appeals of CEO Decisions from community participants, etc.	Places issue(s) on Board Agenda and briefs the board	Listens to appeal and makes decisions that are within the board's authority
Audits/Reviews	Schedules and contracts with firm	Reviews and determines if action needed based on audit recommendations

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Compliance Training	Completes required training as designated by CDFA Policy, enrolls new staff into the Online University (Or designates others to do so), works with F&E UTC on training related issues and requirements, ensures that all mandatory staff training responsibilities are met	Completes required training as designated by CDFA Policy
Form 700 Submissions	Acts as DAA's Filing Officer, submits all Form 700s (Annual, Assuming, and Leaving Office) for to FPPC (ccing F&E), retains Form 700 and provides public access upon request	Submits a Form 700 upon appointment and annually thereafter, completes the Ethics and sexual harassment prevention (EEO Compliance) trainings every two years, submits a Leaving Office Form 700 upon resignation