

CEO / Board Roles & Responsibilities

AREA OF RESPONSIBILITY	CEO	BOARD OF DIRECTORS
Day to Day Operations	Makes all decisions regarding daily operations	No Role
Board Meeting Information	Create and Post Board Meeting Agenda Notices, Meeting Agendas and Meeting Minutes	Provides input to the CEO for items to be listed on the Meeting Agenda.
Short-term goals (less than one year)	Establishes and carries out	Monitors performance of CEO in accomplishing the short-term goals set
Long-term goals (more than one year)	Recommends and provides information	Approves Long-term goals
Budget	Develops & recommends annual budget	Approves Annual Budget
Fees and charges	Develops & recommends fee schedule	Approves fee schedule
Personnel policies	Recommends & administers	Approves recommended policies
Staffing	Makes <u>ALL</u> hiring decisions	Authorized to select only the CEO
Staff Salaries	Approves salaries, based on state/county guidelines, union contracts, and recommendations from supervisors	Approves line item for salaries in the annual budget

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Capital Purchases	Prepares Requests	Approves requests as line item in annual budget
Decisions on building, renovation, leasing, & expansion	Recommends, signs contracts with board approval	Makes decisions, assumes financial responsibility

