

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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Staff Assignments	Makes all decisions regarding deployment of staff	No Role
Staff Grievances	CEO hears ALL grievances, manages process for addressing them	No Role
Staff Evaluation	Evaluates overall staff performance, with input from supervisors	Evaluates performance of CEO only
Staff Terminations	Makes final decisions with input from supervisors	Authorized to terminate only the CEO
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
Emergency Repairs	Notifies board chairperson and act's with chair's concurrence	Works with CEO to respond to emergencies
Major Repairs	Obtains estimates and prepares recommendation for board	Approves Recommendation

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Minor Repairs	Authorizes repairs up to amounts pre approved by the board	Establishes policy which specifies amounts CEO may spend without prior board approval
Cleaning & Maintenance	Establishes & monitors schedule	NO Role
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
Supply Purchases	Purchases supplies according to board and state/county policy and maintains audit trail	Establishes purchasing policies and annual budget for supplies
Capital Purchases	Prepares Requests	Approves requests as line item in annual budget
Billing, Credit & Collections	Proposes & 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