

Mission

Defining and achieving the mission is a shared responsibility, with leadership coming from staff.

Staff Role

- Staff's role is to advance the mission and promote the values of the organization with carefully planned activities that are achievable with available resources.

Board Role

- Board's role is to support the mission and values of the organization by protecting it and allowing it to achieve its goals; by reaching out into the community to generate financial resources; and by helping to involve others in its work.

Programs and Activities

Identifying and carrying out programs and activities that advance the mission is a shared responsibility, with leadership coming from staff.

Staff Role

- Staff's role is to create realistic plans backed up by realistic budgets; identify tasks that need to be done and problems that can't be solved with available resources; and define needs and expectations of the board.

Board Role

- Board's role is to understand the organization's needs and expectations; identify ways they can assist, and take responsibility and initiative without undermining staff.

Communications and Community Relations

Ensuring that the mission is clearly communicated and that the community is aware and involved in the organization is a shared responsibility.

Staff Role

- Staff's role is to see that all communications reflect the organization's mission and values and that all activities contribute to the community.

Board Role

- Board's role is to act as ambassadors for the organization, reaching out into the community on its behalf, creating the interest and excitement that brings ideas, volunteers, new partnerships and other resources.

Organizational Sustainability

Ensuring a sustainable future is a shared responsibility.

Staff Role

- Staff's role is to plan, budget and manage so as to ensure sustainability; and provide the board with the information it needs to understand and contribute to the organization's finances and operations.

Board Role

- Board's role is to assist in creating a strong working team by ensuring staff satisfaction, stability and orderly recruitment.

Shared Role

- Board and staff share the role of finding the resources needed to ensure a financially stable and sustainable environment.

Personal Growth and Fulfillment

Staff and board are equally responsible for ensuring that everyone involved with the organization is valued, respected and supported – and that their work is fulfilling and rewarding.

Staff Roles

- Staff's role is to build a strong stable team by training and guiding staff and motivating and engaging board and volunteers.
- Staff's role is also to recognize and thank everyone who contributes time, money and resources to the organization.

Board Roles

- Board's role is to assist in building a strong, stable team of staff, board and volunteers, and help team members achieve satisfaction, personal growth and professional development through their work.
- Board's role is also to identify their own goals and motivations, so they can contribute their best efforts where most needed.