

Responsibilities of the Chief Executive Staff Position

- Provide leadership and policy guidance for the organization
- Manage and direct all operations, programs and activities of the organization
- Implement the policy decision and directives of the board of directors
- Uphold and adhere to the policies and bylaws of the organization
- Report regularly to the board of directors and otherwise ensure that the board is fully informed of all organization activities
- Advise the board of directors in a timely fashion of any developments which may affect the organization's well-being
- Approve all financial disbursements and otherwise monitor all financial and accounting activities of the organization
- Prepare annual budgets with the assistance of the treasurer and finance committee
- Hire, supervise and evaluate office staff
- Maintain organization records, files, documents and archives
- Enter into contracts on behalf of the organization, with approval of the board of directors
- Regularly inform the membership at large of organization activities
- Represent the organization to other organizations, the media, and the public at large
- Prepare agenda books, bulletins, reports, testimony, daily correspondence and other necessary materials and communications
- Maintain confidentiality of sensitive information

Smith, Bucklin & Associates, *The Complete Guide to Nonprofit Management*. New York: John Wiley & Sons, 1994.



FAITH
IN ACTION