

“Be MVP’s - Lead!”

A Simple Guide to Nonprofit Board Roles and Responsibilities

Board - Build and maintain a competent board. Boards have a responsibility to articulate prerequisites for candidates, orient new members, and regularly evaluate their own performance.

Executive Director - Select, support, and evaluate the Executive Director. Boards should reach consensus on the ED’s responsibilities, undertake a careful search to find the most qualified individual for the position, and ensure that the ED has the support she or he needs to further the goals of the organization.

Mission - It is the board's responsibility to create and review a statement of mission that articulates what the organization does, who it does it for, and how it goes about doing it.

Vision - It is the board's responsibility to create and review a statement of vision that articulates why the organization exists and what ends it is seeking to attain through its work.

Planning - Boards should actively participate in a strategic planning process for the organization and assist in implementing the plan and monitoring its progress.

Services – It is the board's responsibility to determine what offerings are consistent with the organization's mission and vision and to monitor their effectiveness.

Legal - The board is ultimately responsible for adherence to all relevant legal standards.

Ethical - The board is ultimately responsible for adherence to all relevant ethical standards.

Advocates - The board should clearly advocate for the organization's mission and vision, goals, and accomplishments in order to garner support from the public it serves.

Dollars - The board should assist in developing the organization’s annual budget, ensure that proper financial controls are in place, and secure adequate resources for the organization to fulfill its mission.



We often find that the Instructors at the [Hannah Grimes Center](#) offer information in workshops that we think would be useful beyond the workshop and ask them to write it up. This information has been prepared by [Dave Chase of DRC Consulting, LLC](#). Dave expertly facilitates our Nonprofit Leaders’ Roundtable and a variety of workshops and resources for nonprofits here at HGC.