**Board Training Exercise – Whose Job Is It?**

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| --- | --- |
| **Role** | **Responsibility Of** |
| Running board meetings | Board (chair) |
| Setting the agenda for board meetings | Dual role (board chair + executive director) |
| Meeting with donors | Dual role (board member as door opener / sometimes asker + executive director as storyteller / sometimes asker) |
| Selecting an auditor | Staff |
| Authorizing an auditor’s contract | Board |
| Selecting an event venue | Staff |
| Setting the executive director’s compensation | Board |
| Setting everyone else’s compensation | Staff |
| Compiling the budget | Staff |
| Approving the budget | Board |
| Selecting the napkin color | Nobody (because it isn’t worth the time) [staff] |

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