



Primary Responsibilities of The PHP Board

- 1. Establish the Vision, Mission and Goals of the Organization**
 - Identify client needs and community goals for the organization
 - Establish program priorities
 - Model effective leadership
- 2. Employ and Evaluate the Executive Director**
 - Reach consensus on job description
 - Devote appropriate time and attention to recruiting, selecting and retaining a highly qualified leader
- 3. Support the Executive**
 - Establish a partnership relationship with the Executive
 - Provide moral and professional support
 - In collaboration with the Executive, provide regular written evaluations of the Chief Executive Officer based on mutually agreed upon performance criteria
- 4. Enhance Image of Organization and Facilitate Communication**
 - Listen to input from community members and relay it to staff
 - Interpret the organization's policies, purposes and actions to the community
 - Advocate for the organization
 - Make Known positive achievements of the organization
- 5. Ensure that Adequate Resources are Available**
 - Provide adequate resources to meet the mission of the organization
 - In partnership with staff, raise funds from the community
- 6. Manage Resources Effectively**
 - Ensure fiscal accountability and maintain public confidence by ensuring that proper accounting controls are in place
 - Review and adopt budgets that support the goals of the organization
- 7. Ensure Effective Organizational Planning**
 - Participate in planning processes and implement organizational goals
 - Foster continuous improvements of programs
 - Adopt appropriate strategic plans
- 8. Ensure that the Organization Operates in Compliance with Applicable Laws and Highest Ethical Standards**
 - Adopt personnel and other policies that are consistent with the law and the organization's vision, mission, goals and values
 - Remain informed on applicable laws and regulations
 - Follow by-laws and articles of incorporation
- 9. Establish, Strengthen and Monitor Programs**
 - Adopt programs consistent with mission and goals; Review results of programs
 - Acknowledge excellent performance of staff
 - Provide constructive criticism within proper setting
- 10. Govern by Adopting Broad Policies and Goals**
 - Gain consensus of Executive and staff
 - Establish organizational priorities
 - Maintain clear lines of authority and delegate implementation to staff accordingly
- 11. Maintain Board Effectiveness**
 - Articulate needs for and skills of Board Members
 - Recruit and Orient New Board Members
 - Maintain Board diversity
 - Evaluate Board and member performance