

# Roles & Responsibilities in a Not for profit

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*Managing the relationship between a CEO and the Board of Directors of a Not for Profit can be challenging.*

*This brief paper outlines the roles and responsibilities of each.*

## AUTHOR

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<b>Role of the Board</b>	<b>Role of the CEO</b>
Appointed by and accountable to the Shareholders	Appointed by and accountable to the Board of Directors
Appoints the CEO	Appoints the staff
Ensures that the organisation is abiding by the law and is compliant i.e. responsible for statutory duties	Manages the organisation in order to ensure compliance
Represents the organisation to the wider community and stakeholders	Manages day to day contact – writes press releases etc
Governs the organisation	Manages the organisation
Responsible for policy formation	Responsible for policy implementation
Responsible for strategic planning	Responsible for informing and guiding board on realistic and achievable goals Responsible for implementation of strategic plans
Approves long term goals	Delivers on short term goals
Monitors and evaluates the implementation of policy	Provides the board with relevant material with which to make policy level decisions
Approves annual budget	Prepares annual budget
Establishes fund raising policy/targets	Manages fund raising campaigns
Ensures annual audit	Liaises with auditors and provides all financial records
Manages board meetings	Inputs to agenda for board meetings
Signs legal documents	Liaises and manages relationships with the company's legal representatives