



## **ROLES OF THE EXECUTIVE DIRECTOR**

The roles of the Executive Director are:

- To serve as Chief Operations Officer of the organization.
- To serve as a professional advisor to the Board of the organization.
- To execute all policies adopted by the Board of the organization.
- To continually inform the Board regarding the programs of the organization.
- To interpret the requirements of the programs and present recommendations for consideration by the Board of Directors.
- To assist the Board in developing and implementing public-relations efforts for the organization.
- To develop budgets, financial reports, and tax documents (in conjunction with the Board of Directors) and inform the Board regarding any budget problems.
- To develop and execute timelines which reflect the programs established by the Board of Directors.
- To recruit a competent staff.
- To develop and execute training procedures for personnel.
- To ensure that the staff is dedicated to the organization.
- To create evaluation formats for programs and personnel.
- To supervise all programs as constituted by the Board of Directors.
- To prepare annual reports.
- To prepare and execute grant proposals.
- To report to funding agencies as necessary regarding grant allocation.
- To oversee the organization of staff meetings, planning and scheduling sessions.
- To supervise the development of all training materials.
- To establish and supervise workshop and training programs.
- To identify future funding sources.
- To establish and monitor outreach efforts.