

<b>RESPONSIBILITY</b>	<b>BASIC CONTRIBUTION</b>	<b>CRISIS RESPONSE</b>
<b>DETERMINE MISSION AND PURPOSE</b>	Assess the viability and relevance of the organization's mission.	Assess the mission-related value of each program and service.
<b>SELECT THE CEO SUPPORT/EVALUATE THE CEO</b>	Conduct annual performance reviews; Identify and support the CEO's professional development needs.	Provide short-term management assistance to the CEO as needed.
<b>ENSURE EFFECTIVE PLANNING</b>	Develop, review, and revise a comprehensive strategic plan.	Create a short-term plan based on cash-flow expectations and fixed expenses.
<b>MONITOR AND STRENGTHEN PROGRAMS</b>	Review program reports from staff; Commission external evaluation of programs and services.	Adjust program resources to maintain activities with the highest mission-related value.
<b>ENSURE ADEQUATE FINANCIAL RESOURCES</b>	Ensure the development of a comprehensive funding strategy.	Conduct emergency fundraising outreach with major donors.
<b>PROTECT ASSETS/FINANCIAL OVERSIGHT</b>	Develop and monitor appropriate investment and spending policies.	Liquidate assets as needed within existing spending policies.
<b>BUILD A COMPETENT BOARD</b>	Build a comprehensive board recruitment and education plan	Maintain the stability of the current structure and leadership.
<b>ENSURE LEGAL AND ETHICAL INTEGRITY</b>	Ensure compliance with external mandates.	Maintain transparency in all dealings.
<b>ENHANCE THE ORGANIZATION'S PUBLIC STANDING</b>	Seek opportunities to highlight the work of the organization	Maintain communication with key external stakeholders.