

ANNUAL RESPONSIBILITIES

BOARD OF DIRECTORS

Review Organizational Chart (see Policy Manual).....	Feb
Review Adjusted Budget	Feb
Evaluate the Executive Director – (April).....	May
Report on Staff Evaluations not meeting standard requirements.	May
Evaluate Insurance Coverage.....	May
Review and Approve a Budget.....	May
Review Vision/Mission.....	May
Board Assessment of Self.....	May
Short and Long Range Planning Goals.....	Aug
Building Survey; Accessibility Plan; Write Goals.....	Aug
Review Policy and Procedures Manual.....	Aug
Review Program Eval. Info.....	Aug
Complaint Review/Other Program Eval. Info.....	Aug
Annual Reports/Goals/Program Eval.....	Aug
Review Board Annual Responsibilities.....	Aug.
Review the Personnel Policy Manual.....	Nov
Review By-Laws..... (conflict of interest in By Laws review)	Nov
Review Audited Report/Independent Audit.....	Nov
Elect Officers.....	Nov