

## Medford Health Matters - Board Member Duties (Draft September 11, 07)

- Provide input to long range goals
- Approve long range goals
- Formulate annual objectives
- Approve annual objectives
- Monitor achievement of goals and objectives
- Assess stakeholder (community) needs
- Oversee evaluation of programs
- Prepare preliminary budget
- Finalize and approve budget
- See that expenditures are within budget during the year
- Solicit contributions in fundraising campaigns
- Organize fundraising campaigns
- Approve expenditures outside authorized budget
- Insure annual audit of organization accounts
- Direct work of the staff
- Hire and discharge staff member(s)
- Decision to add staff
- Settle discord among staff
- Provide organization linkage with other organizations
- Appoint committee members
- Recruit new Board members
- Plan and propose committee organization
- Sign legal documents
- Follow-up to insure implementation of Board and Committee decisions
- Settle clash between Committees