



10 Basic Responsibilities of Nonprofit Boards

1. **Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served. See our original [Articles of Incorporation](#) as well as the [updated mission statement](#).
2. **Select the chief executive.** One of the most important responsibilities is to hire and set the compensation of a talented executive director to run the day-to-day activities of the organization. We hired our [first Executive Director](#) in fall 2019, and she hired a new shop manager in winter 2020.
3. **Support and evaluate the chief executive.** The board needs to develop an effective partnership with our executive director, providing strategic foresight, oversight, and insight.
4. **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals. The board updated our vision and values in 2019, and adopted some specific [goals for 2020](#).
5. **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness. See [2018 Program Summaries](#) and our [Annual Report for 2019](#).
6. **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission. The bike shop is our main revenue source.
7. **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place. See [adopted 2020 Budget](#)
8. **Build a competent board.** All board members have a responsibility to be active and engaged in the success of the board as well as the organization. Board members commit to attend meetings, help recruit and orient new members, focus on governance. See [Board Member Agreement](#)
9. **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
** Our [Bylaws](#) describe the nuts and bolts of board function, including terms, elections, officers.

Based on: Richard T. Ingram, *Ten Basic Responsibilities of Nonprofit Boards, Second Edition* (BoardSource 2009).