



GHCOG Staff and Board Roles / Expectations Summary One-Pager

Management (Staff/Paid Role)

- Serve Membership, Residents and Visitors
- Human Resources Management
- Community Development
- Organization Communications and Marketing Decisions
- Office Management and Non-profit Compliance Management
- Financial Reporting and Budget Management
- Accounting and Reconciliations
- Manage Quoting or Bid Discussions
- Provide Support, Resources and Information
- Manage IRS Designation(s)
- Follow Employee Personnel Policies
- Follow Operational Procedures
- Audit and 990
- Insurance Renewals Management
- Contract Management
- Relationship Management
- Project Management
- Asset Management
- Manage Donations
- Membership Management
- Uphold positive organization reputation

Governance (Board/Volunteer Role)

- Uphold Mission and Bylaws
- Uphold positive organization reputation
- Follow Board Commitment Form
- Ensure Adequate Resources
- Annual Budget Approval
- Committee Service and Input
- Review of Monthly Financials
- Organization Interests over Personal and Professional
- Asset Protection
- Compliance Review
- Obedience and awareness of applicable non-profit laws and regulations
- Fiduciary Oversight
- Recording of Minutes
- Review of 990
- Goal Setting and Strategic Plan Participation

Support documents:

- **Cooper Foundation Non-Profit Board One-Pager*
- **Important Strategic Questions for Boards*
- **Resources Link: [Nonprofit Resources | Cooper Foundation \(cooperfdn.org\)](https://www.cooperfdn.org)*