

# Organizational Structure

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## Board of Directors

An effective Board of Directors is the most critical factor in the health of an organization.

1. Determine the organization's internal policy
2. Select, support, and evaluate the executive director
3. Insure effective organizational planning
4. Insure and manage financial resources
5. Serve as a court of appeal
6. Assess its own performance
7. Replace itself
8. Monitor the organizations and services

## Executive Committee

Elected leaders from the Board of Directors

1. President – keep us focused
  - Preside over all meetings – as governed by parliamentary procedure, Roberts Rule of Order, bylaws and an agenda
  - Oversee committees
  - Oversee other officers' duties
  - Oversee the development of new project and programs
2. Vice President
  - Assist the president and preside in his absence
3. Secretary
  - Responsible to record and keep documentation of all organization's activities
4. Treasurer
  - Keep the books of the organization
  - Keep the Board of Directors informed of the organizations financial status

## Committees

The key to the association's progress

Each committee must have a chairman who will be responsible for the committees work and reporting to the President.

Goal  
Chairperson  
Committee members  
Plan  
Budget

## Annual Organization Budget

Prepared by the Board of Directors with the assistance of committee budget request.  
This document is the key to finding and applying for grants that suit the projects.