

Expectations and Responsibilities of Board and Executive Director

	GURA Board	Executive Director & Staff
Focus	Mission Vision Strategic Goals	Means Objectives Procedures
Key Questions	Why? What? How Much?	How? When? Where? Who?
Meetings	Sets meeting dates, Sets committee assignments	Sets agenda and place of meetings; Post public meeting notices
Public Image	Enhances GURA's image in the community; members present Board's point of view	Represents GURA at local community meetings; supports Board decisions, reports back to Board on community concerns
Accountability	Holds GURA accountability to the public interest	Actions accountable to Board
Communication	Provides prompt responses to board members, the Executive Director and the public	Provides prompt responses to Board members and the public
Financial	Formulates financial policies, approve yearly budget, ensure compliance to budget, hire auditor and review annual audit	Executes financial policies, provides regular financial reports, anticipate and report budget problems, provide auditor with correct and timely information
Legal	Initiates contracts, monitors compliance	Coordinates with GURA and City Attorneys on contract issues. Informs Board of contract concerns

Planning	Establishes strategic objectives, Formulates strategic plans	Establishes operational plans and administrative procedures
Assessment	Assesses Board's actions and Performance, Assesses Executive Director's actions and performance	Submits yearly self assessment to Board
Continuity	Establishes Board member orientation and on-going Board training	Provides training for new Board members, recommends training opportunities for Board members and staff
Decision Making	Deliberates major issues, Votes decisions on majority basis	Implements Board decisions