

Expectations and Responsibilities of Board and Executive Director

	GURA Board Of Commissioners	Executive Director & Staff
Focus	<ul style="list-style-type: none"> ▪ Mission ▪ Vision ▪ Strategic Goals 	<ul style="list-style-type: none"> ▪ Means ▪ Objectives ▪ Procedures
Key Questions	<ul style="list-style-type: none"> ▪ Why, what, and how much 	<ul style="list-style-type: none"> ▪ How, when, where, and who
Meetings	<ul style="list-style-type: none"> ▪ Sets meeting dates ▪ Sets committee assignments 	<ul style="list-style-type: none"> ▪ Sets agenda and location of meetings ▪ Posts public meeting notices
Public Image	<ul style="list-style-type: none"> ▪ Enhances GURA’s image in the community ▪ Presents Board’s point of view 	<ul style="list-style-type: none"> ▪ Represents GURA at local community meetings ▪ Supports Board decisions ▪ Reports back to Board on community concerns
Accountability	<ul style="list-style-type: none"> ▪ Accountable to the community 	<ul style="list-style-type: none"> ▪ Accountable to the Board
Communication	<ul style="list-style-type: none"> ▪ Provides prompt responses to Board members, the Executive Director, and the public 	<ul style="list-style-type: none"> ▪ Provides prompt responses to Board members and the public
Financial	<ul style="list-style-type: none"> ▪ Formulates financial policies ▪ Approves yearly budget ▪ Ensures compliance to the budget ▪ Hires auditor and reviews annual audit 	<ul style="list-style-type: none"> ▪ Executes financial policies ▪ Provides regular financial reports ▪ Anticipates and reports budget problems ▪ Provides auditor with correct and timely information
Legal	<ul style="list-style-type: none"> ▪ Initiates contracts ▪ Monitors compliance 	<ul style="list-style-type: none"> ▪ Coordinates with GURA and City attorneys on contract issues ▪ Informs Board of contract concerns
Planning	<ul style="list-style-type: none"> ▪ Establishes strategic objectives ▪ Formulates strategic plans 	<ul style="list-style-type: none"> ▪ Establishes operational plans and administrative procedures
Assessment	<ul style="list-style-type: none"> ▪ Assesses Board’s actions and performance ▪ Assesses Executive Director’s actions and performance 	<ul style="list-style-type: none"> ▪ Submits yearly self assessment to Board
Continuity	<ul style="list-style-type: none"> ▪ Establishes Board member orientation and on-going Board training 	<ul style="list-style-type: none"> ▪ Provides training for new Board members ▪ Recommends training opportunities for Board members and staff
Decision Making	<ul style="list-style-type: none"> ▪ Deliberates major issues ▪ Votes decisions on a majority basis 	<ul style="list-style-type: none"> ▪ Implements Board decisions