

# Ten Basic Responsibilities of Non-Fiduciary Commissions/Committee

- 1. Determine the organization's mission and purposes.** A statement of mission and purpose should articulate the organization's goals, means, and primary constituents served. It is the commission's responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual commission member should fully understand and support it.
- 2. Participate in the selection of the director. Commissions must have a meaningful stake in determining director's job and in the careful search** to find the most qualified individual for the position.
- 3. Support and participate in evaluating the director.** The commission should ensure that the director has the moral and professional support he or she needs to further the goals of the organization. The director, in partnership with the entire commission, should decide upon a periodic evaluation of his or her performance.
- 4. Ensure effective planning.** As stewards of the organization, commissions must actively participate with the staff in an overall planning process and oversee implementation of the plan's goals.
- 5. Monitor and strengthen the organization's programs and services.** The commission's role in this area is to determine which programs are the most consistent with the organization's mission and to monitor their effectiveness.
- 6. Ensure adequate financial resources.** One of the commission's foremost responsibilities is to provide adequate funding for the organization to fulfill its mission. The commission should work in partnership with the director and development staff, if any, to raise funds from the community.
- 7. Protect assets and be financial aware.** The commission, in order to remain accountable to its donors and the public, and to safeguard its tax-exempt status, must be aware of the annual budget and ensuring that proper financial controls are in place.
- 8. Build a competent commission.** All commissions have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a balanced commission composition. Commissions must also orient new members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the commission can recognize its achievements and reach consensus on which areas need to be improved.
- 9. Ensure legal and ethical integrity.** The commission has a responsibility in ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the director of hiring and managing employees will help ensure proper decorum in this area. The commission must establish pertinent policies and adhere to provisions of the governing organization's bylaws and articles of incorporation.
- 10. Enhance the organization's public standing.** As one of the organization's primary link to the community, including constituents, the public, and the media, is the commission. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

Adapted from: *Ten Basic Responsibilities of Nonprofit Boards, Second Edition* by Richard T. Ingram (BoardSource, 2009) and <https://jcamp180.org/JCamp180/media/Media/Knowledge-Center/Governance/Ten-Basic-Board-Responsibilities.pdf?ext=.pdf>

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